JOB DESCRIPTION

~~Part Time Staff~~Volunteer

Position Title:	**SCSN Newsletter & Promotions Coordinator**
Term of Office:	September 1 to April 30 ~~(preparation work in the summer)~~
Supervisor:	SCSN Director
Remuneration:	~~Refer to MSU Operating Policy 2.2 - Employment (Wages)~~ Volunteer
Hours of Work:	~~8 hours per week (minimum)~~ 3-5 hours per week

General Scope of Duties

The Newsletter & Promotions Coordinator is responsible for all activities directly related to the production and distribution of the MSU Community Newsletter. This will include collection of articles, layout design, editing, and distribution of the newsletter. They will also be required to produce the promotional material for services and programs offered by the SCSN using all possible means.

~~* Note: Strict deadlines apply * ~~

Major Duties and Responsibilities

Category	Percent	Specifics
Supervisory Function	5%	➢ Supervise both the production and distribution of the community newsletter (~~23 per tem)~~ ➢ ~~Recruit writing volunteers if necessary~~
Financial & Budgeting Function	5%	➢ Provide information about necessary costs to the Director prior to incurring the costs
Communications Function	55%	➢ Develop and maintain contact with key departments and clubs within the MSU, University, and community to be aware of any issues that should be addressed in publications ➢ ~~Attend and participate in meetings with the Director~~ ➢ Write necessary articles for the MSU Community Newsletter ➢ Design the layout for the MSU Community Newsletter ➢ Write necessary articles in community association newsletters, and the Silhouette that promote the positive image of students and the MSU ➢ ~~Hold weekly office hours in the SCSN office~~ ➢ Submit a year plan and year-end report to the Director
Advertising & Promotions Function	30%	➢ Aid in the distribution of the community newsletter ➢ Develop and execute promotional projects and materials to increase awareness of services provided by or through the SCSN ➢ Liaise with the ~~CRA~~~~Community Assistant~~ Internal and External Coordinator to gather information about programs they run and assist with promotion and advertising
Other	5%	➢ Provide transition for the incoming Newsletter & Promotions Coordinator ➢ Research new promotional techniques ➢ Participate in mi-year evaluation process set out by the Director and Vice-President (Administration)

Approved EB 03-12 (Sept 15/03)
Revised EB 05-06 (Jun 30/05)
Revised EB 06-06 (Jun 23/06)

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Knowledge, Skills and Abilities

- Knowledge of basic layout and newspaper design would be an asset
- Organizational and time management skills to ensure the timely production of the newsletter and dissemination of knowledge of community events~~, etc~~
- Ability to effectively communicate in written and electronic media necessary to produce and edit articles

~~Effort & Responsibility~~Training & Experience

- ~~Judgment required to make appropriate decisions on allowable content for a newsletter~~
- ~~Creativity required to effectively promote the newsletter and other communications projects or tools~~
- ~~Initiative required to complete projects~~
- Previous experience in producing publications is an asset
- Participation in all Customer Service Training sessions required (provided)
- Experience with Word, Excel, Power Point, Outlook Email, and business machines is an asset
- Participation is all Management Training sessions required (provided)
- Transition with previous Newsletter & Promotions Coordinator required
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Working Conditions

- Work is conducted within a shared office
- Time demands may exceed stated hours of work during certain weeks

~~Effort & Responsibility~~Training and Experience

- ~~Previous experience in producing some type of publication is an asset but not required~~
- ~~Participation in all Customer Service Training sessions required (provided)~~
- ~~Experience with Word, Excel, Power Point, Outlook Email, and business machines is an asset~~
- ~~Participation is all Management Training sessions required (provided)~~
- ~~Transition with previous Coordinator required~~Judgment required to make appropriate decisions on allowable content for a newsletter
- Creativity required to effectively promote the newsletter and other communications projects
- Initiative required to complete projects

Equipment

- Use of shared computer and telephone resources and administrative support