

## STUDENT JOB DESCRIPTION

Contact Person: Vivian Stoneking  
Department: The Redwood  
Location: Benson Memorial Center

Phone: x4045  
Fax: 554-5544  
Email: [vstoneking@scu.edu](mailto:vstoneking@scu.edu)

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Job Title: Designer  
Wage/Salary: \$750 stipend  
Days/Hours: 6hrs/per week

How to Apply: Fill out application  
Start Date: October 3, 2016  
Deadline: Monday, 9/26/16 5pm

### Position Description:

- To develop a design concept for the Yearbook pages.
- Attend mandatory, weekly staff meetings.
- Attend regular one on one meeting with Head Design Editor.
- Attend the Fall Team Retreat as scheduled.
- Responsible for the creation of the layout of spreads of assigned pages.
- Responsible for acquiring interviews and writing copy on assigned pages.
- Responsible for placing all elements on the spread.
- Must meet ALL deadlines.
- Works with a Head Design Editor to develop design concepts.
- Communicate to the photographers the dimensions of space on their layout.
- Work with Head Copy Editor to develop a story and make contacts to acquire information.

### Qualifications:

#### Professional:

- Currently enrolled undergraduate student at Santa Clara University having a 2.0 GPA or higher.
- Understands the basic concepts of Yearbook writing and design.
- Proficiency with computers and Adobe InDesign.

#### Personal:

- Ability to work effectively as a member of a team.
- Ability to work effectively with a diverse population of students, staff and faculty.
- Ability to work effectively in a stimulating and flexible work environment.
- Excellent organizational skills and a responsible work ethic.

**\*\*Must turn in writing sample with application**

## STUDENT JOB DESCRIPTION

Contact Person: Vivian Stoneking  
Department: The Redwood  
Location: Benson Memorial Center

Phone: x4045  
Fax: 554-5544  
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Job Title: Photographer  
Wage/Salary: \$750 stipend  
Days/Hours: 6hrs/per week

How to Apply: Fill out application  
Start Date: October 3, 2016  
Deadline: Monday, 9/26/16 5pm

### Position Description:

- Responsible for shooting, developing, printing, and editing all photos for the yearbook.
- Responsible for aiding in the cropping, sizing and labeling of all photos.
- Attend mandatory, weekly staff meetings.
- Attend the Fall Team Retreat as scheduled.
- Attend regular one on one meeting with Head Photo Editor.
- Photographers will not work for a specific section but will be assigned by the event. Therefore, they are responsible for all photographic elements of that event.
- Responsible for acquiring interviews and writing copy on assigned pages.
- Write captions for all photographs used in pages, including name and grade of the people in the photographs.
- Must meet ALL deadlines.
- Work closely with Head Photo Editor to ensure that you have received your photo assignments and are aware of deadlines.
- Work with Designers to design themes for the spreads and what types of photos need to be shot.
- Responsible for checking out/returning photography equipment.

### Qualifications:

#### Professional:

- Currently enrolled undergraduate student at Santa Clara University having a 2.0 GPA or higher.
- Understands the basic concepts of Yearbook writing and Photography. Knowledgeable in Photoshop.

#### Personal

- Ability to work effectively as a member of a team.
- Ability to work effectively with a diverse population of students, staff and faculty.
- Ability to work effectively in a stimulating and flexible work environment.
- Excellent organizational skills and a responsible work ethic.

**\*\*Must turn in writing sample with application**

**\*\*Must turn in an example of previous work with application, digital or traditional photography are fine.**

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Job Title: Multimedia Manager  
Wage/Salary: \$750 stipend  
Days/Hours: 6hrs/per week

How to Apply: Fill out application  
Start Date: October 3, 2016  
Deadline: Monday, 9/26/16 5pm

### Position Description:

- Works with the Digital Publishing team to plan and create an interactive digital edition of the yearbook.
- Attend mandatory, weekly staff meetings.
- Attend regular meeting with the Digital Publishing team.
- Helps market the print and digital edition of the book to students and parents.
- Helps the staff use social media and the website, [scuredwood.com](http://scuredwood.com), as a marketing tool.
- Attend the Fall Team Retreat as scheduled.
- In charge of creating, collecting, compiling, and editing all multimedia content for the digital edition.
- Finds and takes advantage of all opportunities to use interactive multimedia to more effectively convey the message of the page.
- Works with Digital Publishing Editor to ensure all multimedia content is relevant to the direction and theme of the book.
- Attend athletic events and other on campus events to collect video footage.
- Edits all video footage and creates clips to be featured on certain pages.
- Edits photography to be optimized for digital presentation.

### Qualifications:

#### Professional:

- Currently enrolled undergraduate student at Santa Clara University having a 2.0 GPA or higher.
- Has strong understanding of photography and videography concepts.
- Familiar with video and image editing software
- Strong computer skills.
- Should have prior design experience of some sort.

#### Personal:

- Ability to work effectively as a member of a team.
- Ability to work effectively with a diverse population of students, staff and faculty.
- Ability to work effectively in a stimulating and flexible work environment.
- Excellent organizational skills and a responsible work ethic.
- Excellent attention to fine details.
- Ability to learn on the job.