



Job Posting: Publisher

April 1, 2018 to March 31, 2019

The mission of the Over The Edge Newspaper Society is to produce the student newspaper for UNBC, and provide meaningful journalism experience to students.

Reporting to the Editor In Chief and Board of Directors, the Publisher will:

- Direct and supervise all non-editorial operations, including, but not limited to, honorarium distribution, advertisement material, grant applications, and public relations
- Maintain and acquire appropriate business licenses, insurance, and liability
- Have access to all banking information, be responsible for the Society's accounting
- Research, propose, and make capital purchases to the Board of Directors
- Encourage students and community members to contribute to Over the Edge
- Train and aid all members of Over the Edge in any matter which they require assistance, and are encouraged to train editorial members in any useful skill set the Publisher has
- Actively participate in Over the Edge events on and off campus and attend the AGM
- Respond to all emails and phone calls within 48 hours and general questions or inquiries
- Fulfill all assigned and requested duties and provide a report on time commitments in monthly progress reports submitted to the Chair of the Board of Directors
- Work with volunteers and student organizations to increase the efficiency, safety, and productivity of daily business
- Be the head representative of the Over the Edge for media relations and advertising contracts, general accounting with assistance from Tiani Accountants, and Government Relations including but not limited to business regarding BC Societies and non-profits
- Assume the duties in the Editor in Chief contract in the event of their extended absence

Over the Edge Newspaper Society **Mailing Address:**
6-350 – 3333 University Way
Prince George, BC V2N 4Z9

Location:
University of Northern British Columbia
Northern Undergraduate Student Centre
NUSC Room 6-350

In compensation for these duties, the Publisher will be paid \$500 per month.

To apply, please submit a cover letter and resume to Seth Jex, Chair of the Board of Directors, at chairpersonote@gmail.com before 4pm on Friday, February 24th, 2018.