



UNBC's Independent Student Newspaper est. 1994

Job Posting – Multimedia Coordinator

The Multimedia Coordinator is responsible for:

- Updating and maintaining overtheadgenewspaper.ca as well as Over The Edge's social media account
- Communicating and engaging with the local community and the UNBC community through OTE's social media account (this includes promoting OTE events)
- Uploading articles from print issues to overtheadgenewspaper.ca and uploading PDFs of issues to issuu.com, as directed by the Editor in Chief

The Multimedia Coordinator will be given key access through the security desk with the understanding that they will:

- Respect the space
- Not create any hazards that threaten the health and safety of themselves or their own security
- Be a good neighbour to those that share the NUSC building with Over The Edge
- Not allow unauthorized persons to enter the office, except with the express permission of the Editor In Chief, Publisher, or the Chairperson.

Failure to respect the conditions of this contract will result in discipline, termination, or a revocation of key access.

In compensation for these duties, the Multimedia Coordinator will be paid \$150 per month.

The job term is from as soon as possible to March 31, 2018.

Please submit a resume and one-page cover letter detailing why you think you would be a good fit for this position to chairpersonote@gmail.com by November 28, 2017.

We appreciate all of those who apply, however, only successful applicants will be contacted for an interview.

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