

DO YOU NEED A SUMMER JOB?

Student Union Summer Positions

Student Publications Editor

This position requires a highly motivated individual with a demonstrated interest in this field of work. The successful candidate will be creative in layout / design and must have desktop publishing experience on Macintosh platforms (FreeHand 3.11 / 4.0, PageMaker 5.0, Photoshop 4.5.1, Illustrator 5.0, etc). He or she must be organized, able to meet deadlines and work within strict budgetary considerations. Sales experience in print advertising would be a definite asset. The Editor shall be responsible for producing the **Beaverbook '94** and the **Student Directory**, as well doing layout design for the **Consumer's Guide to UNB**. The Editor will also coordinate the publication of all campaign materials for the Student Union, in conjunction with other project leaders. The Editor will also be required to serve as the systems administrator for the Student Union, so a knowledge of AppleTalk Networks and the general ability to trouble shoot are also assets. Finally, this position continues on a paid, part-time basis during the school year.

Advertising Manager

The successful candidate will be an individual with a demonstrated interest or past experience in this area. The Manager must be highly motivated, creative and have a good working knowledge of the Student Union in order to effectively "sell" the organization. Desktop publishing / design experience on Macintosh equipment is essential, as are strong oral communication skills.

This position pays \$ 5.00 per hour, 37.5 hours per week in addition to commission: 10% for sales and 10% for design.

Campaigns Coordinator

This position requires an individual who is enthusiastic about educating students on a variety of issues. Campaigns planned for the 1994-95 school year may include: Campus Safety, Date Rape, Alcohol Awareness, Physical Accessibility, Student Aid, Volunteer Recruitment, Racism Awareness, Gender Issues, etc.

The Campaigns Coordinator will be required to research the issues behind the campaigns and designs creative and relevant campaign materials (such as posters, banners, brochures, newspaper ads, films / videos, etc). A knowledge of Macintosh graphic design programs (FreeHand, PageMaker, Illustrator, Photoshop, etc) would be considered an asset.

Campus Safety Coordinator

The Campus Safety Coordinator will be an individual with a genuine interest in this issue. The successful candidate must be highly motivated, creative and ready to search for ideas which can be adapted from other sources for use at UNB. Good communication skills, written and verbal, are necessary for the individual to deal effectively with the Administration, student groups and the media. The individual will coordinate a team to perform "safety audits" of the campus, research the issue to produce educational material (brochures, ads, discussion groups, etc), support the Neill House Safe Walk program through promoting, recruiting, screening, training and fundraising and, in general, promote the issue of campus safety both on and off campus.

Editor of the Consumer's Guide to UNB

This position requires an individual with strong communication and public relations skills, in addition to a solid background in data processing and experience in statistical research methods. The successful candidate will analyze, edit and prepare for layout the information collected for courses evaluated in the 1993-94 academic year. Then, in conjunction with the Student Publications Editor, he/she will design an effective layout for the guide. The successful candidate would then begin preparing the 1994-95 Guide by establishing a detailed budget for the project, developing a database to track professor participation and preparing educational publicity materials. A knowledge of Macintosh graphic design programs (FreeHand, PageMaker, Illustrator, Photoshop, Excel) is a definite asset.

Cultural Diversity Festival Coordinator

This position requires an individual who possesses strong organizational skills and is capable of working in a very dynamic environment. The Coordinator must be energetic and work well with others.

The Coordinator will be responsible for organizing and implementing the First Annual festival of Cultural Diversity at UNB. The successful candidate will work in conjunction with cultural groups on campus, both to prepare the Festival and promote cultural diversity on campus throughout the year.

Peer Support Center Coordinator

The Coordinator have an educational background and / or experience in both counselling and management / administration. The individual will possess strong organizational skills and be capable of working in a very dynamic environment. A knowledge of the UNB Administration and Student Services would be considered an asset. A successful Center Coordinator will be prepared to remain committed to the project, on a volunteer basis, throughout the school year. This position will prepare operational policies for the Center, research and design training exercises for staff, prepare a staff training manual, design and implement an application, interview, screening and evaluation process for students interested in peer helping, design and prepare promotional material for the Center and coordinate with the various University departments participating in the Center.

Student Aid Researcher

The successful candidate will have a demonstrated understanding of student aid issues. The individual must possess solid research and communication skills (particularly written). The researcher must be able to work independently and must be able to accept constructive criticism. The position will involve the organization of all available information on student aid (reports, policies, statistics, etc), conduct research in areas in which information is lacking (including the development of a pilot study on student poverty), produce a "user friendly" resource manual on student aid and develop a workshop for students on aid issues and the "nuts and bolts" of the programs.

Unless otherwise indicated, salary for these positions is \$ 7.00 per hour, 37.5 hours per week. Also, unless otherwise stated, these positions can continue into the school year on a volunteer basis, for which an honoraria is available. Further information on the positions listed on this page can be obtained by contacting the UNB Student Union office (Room 126 SUB) in person or by telephone at 453-4955. Application deadline is 29 April 1994 at 4:30pm in Room 126 SUB. **These positions are open to FULL-TIME UNDERGRADUATE STUDENTS**

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DAYS UNTIL GRADUATION

• Donate to the project now! The deadline to get your name on the plaque is April 1st... THAT'S ONLY TWO WEEKS AWAY!!

We want this project to be the best one yet, so show your support now!

Pre-Registering?

Are you pre-registering next week? Find out what other students had to say about courses and instructors at UNB.

Pick up your copy of the Consumer's Guide to UNB at the Help Center, Room 106 of the SUB.

Budget Notice

Second Reading of the 1994-95 budget will be held Wed., March 23 in Rm 103 SUB at 6:30pm. Questions must be submitted to the Student Union Office by 4:30pm, Monday 21 March, 1994.

