



## STUDENT JOB OPPORTUNITY

**JOB TITLE:** *Sports Editor*

**DEPARTMENT:** Conestogan Yearbook

**CONTACT PERSON/EMAIL/PHONE #:** Hannah Keeports- Conestogan Editor, [keeportsh@etown.edu](mailto:keeportsh@etown.edu) or Liz Braungard- Conestogan Advisor, [braungarde@etown.edu](mailto:braungarde@etown.edu)

**TO APPLY:** Email Hannah Keeports ([keeportsh@etown.edu](mailto:keeportsh@etown.edu)) for more information.

Deadline is December 31, 2017.

**STUDENT JOB DESCRIPTION:** Under the supervision of the Conestogan Editor and Advisor, the Sports Editor is responsible for all aspects of the sports section of the yearbook. This includes everything from working with our Design Team to create a template for the pages to compiling photos and information from a variety of sources. Ideal candidates for this position would be knowledgeable and involved in the Elizabethtown College Athletics Department but anyone who is hard working and willing to learn has the ability to succeed in this position. Hours are flexible, and the majority of the work can be done on your own time as it fits into your schedule. This position is a great opportunity for anyone looking to get hands-on experience and would look great on a resume.

- Responsible for the successful publishing of Sports section of the yearbook
- Must be able to work with others on our team and in other departments throughout the college campus
- Participation in weekly staff meetings is required
- Must be a team-player and able to co-operate with other staff members
- Must be self-motivated and dependable

**QUALIFICATIONS:**

- Hard working and eager to learn
- Knowledge and involved in the Athletics Department would be preferred
- Strong organizational skills and attention to detail.
- Good interpersonal skills and desire to be a team player.
- Excellent written & oral communications skills

**HOURS and/or HOURS PER WEEK REQUIRED:** Varies; approx. 2-6 hours per week

**PAY RATE:** \$7.25 per hour.

**SPECIAL SKILLS NEEDED** (for example—drivers license/van training, CPR, etc.): none