

# Aurora Yearbook Editor



## Position Overview

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The **Aurora Yearbook Editor** will serve as a primary representative of the Associated Students by providing an annual publication containing photographs and details of Life at Olivet. The Editor will be responsible to help accomplish the goals and objectives set forth by the Office of Student Life.

## Eligibility Requirements

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1. Be enrolled as a full-time undergraduate ONU student
2. Maintain a minimum 3.0 cumulative GPA
3. Profess Jesus Christ as Lord and be committed to living a consistent life of Christian witness on and off campus, representing Christ and Olivet
4. Understand and agree that this position must take priority over other opportunities to work or serve on or off campus (i.e., Ministry Team, Resident Assistant, ROTC, Admission Ambassador, Varsity Athlete). *Students considering a secondary position may not be eligible to serve unless pre-approved by the Dean of Student Life.*
5. Have served on the Aurora Staff for at least one semester. *Please note that exceptions may be available by petition upon request. Those interested in petitioning may do so on the formal application.*

## Focused Efforts

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- Manage publication's content, quality, and deadlines
- Manage student staff
- Create theme and integration plan
- Provide administrative assistance in areas related to, but not limited to; design, editing, meetings, and writing
- Engage with efforts that aide in student satisfaction and retention including, but not limited to, attending all school events
- Model and shape a culture of positivity, gratitude, and respect

## Committee Work

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- University Steering Committee: Editorial Board (by invite, tbd)

## Reporting

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### Office of Student Life

- Yearbook Advisor/ Director of Student Involvement, Chelsea Speas
- Dean of Student Life, Kathy Steinacker

## Standing Meetings

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- Yearbook Advisor, Weekly
- Dean of Student Life, as needed
- Yearbook Staff, as needed
- Student Development Advisory Group (SDAG),  
6 per semester (Tuesdays, 9:20am)

## Compensation

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This position requires steady presence and being available at short notice. Compensation is \$15 per hour.

Hours beyond 15 should be pre-approved by the advisor with the intent to not exceed 20 hours on any given week. Some exceptions apply and the advisor will provide counsel.

## Notations

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The Yearbook Editor will work closely with university staff that are responsible for planning, designing, and developing large scale projects within their department.

There will be required job shadowing that will begin in March 2025. Hours are flexible but will need to be prioritized. Time commitment estimated at 25 hours and will be compensated.

This position will provide job experience, mentoring, career development, practical training, and public awareness.

This job description is subject to change. Any adjustments would be communicated in advance and would not affect employment.