



RECRUITMENT

| Position | Internal relations | External relations | Principal roles | Essential qualities | Desired qualities |
|--|---|--|---|--|---|
| <i>Print & Graphic Design Officer</i> | <ul style="list-style-type: none">• Director (<i>Internal</i>)• Director (<i>External</i>)• Editor-In-Chief & Editorial Team• Sponsorship Team | <ul style="list-style-type: none">• Sponsors | <ul style="list-style-type: none">• Obtain advertisements via the Sponsorship Officers, and ensure technical requirements are met• Accurate placement of advertisements throughout both print and electronic pdf editions• Provide article PDF proofs to Editorial Team for final check• Create the design for the Journal Issue Cover• Produce high-quality PDF of entire journal issue for printing company | <ul style="list-style-type: none">• Experience using Adobe “InDesign”• Ability to meet strict deadlines, and work under pressure for short, intense periods | <ul style="list-style-type: none">• Excellent organizational & communication skills |