



Position Description

Bullsheel Editor

Campus Location	Townsville or Cairns
Hours per week	Up to 8 hours (online) or 12 hours (print version)
Reports To	President and General Manager
Number of positions supervised	Nil
Date Last Reviewed	2 nd November 2020

Position Overview

The Bullsheel is a James Cook University Student Association publication. It is publication which provides a forum for student comment, information about upcoming events and anything else that is relevant to the student body in Townsville and Cairns. In 2020 The Bullsheel moved to an online publication with special print editions.

The role of the Bullsheel Editor position involves recruiting and liaising with contributors to compile stories and media on a regular basis during Semesters.

The successful applicant will be required to work to strict deadlines.

Student Association

The James Cook University Student Association is an organisation directed by elected students which aims to provide high quality representation, support services and relevant non-academic activities to all of its members.

Principal Accountabilities

1. Typing and proof reading.
2. Excellent communication skills to contact writers and come up with creative article ideas.
3. Outstanding grammar and spelling skills
4. Attention to detail to ensure accuracy of work outputs.
5. Demonstrate a commitment to the James Cook University Student Association's values.
6. Demonstrated experience in maintaining a safe work environment and to all ensure all Workplace Health and Safety requirements are followed.

Generic Accountabilities

There are generic responsibilities that apply to all James Cook University Student Association staff.

1. The ***Bullsheet Editor*** is required to observe the lawful and reasonable directions, policies and decisions of the Student Association Council, understand and comply with the Enterprise Bargaining Agreement, the Statutes and Rules of the Student Association, the policies and decisions of the Student Association subject to the Student Association Council as in force from time to time.
2. The ***Bullsheet Editor*** is required to demonstrate a personal commitment to ensure personal safety and the safety of others and contribute to the continuous improvement of our WHS performance. This includes the effective implementation and compliance with Student Association WHS policies, procedures and safe systems of work, together with all relevant legislation, duties and obligations. Contribute to the continuous improvement of our WHS performance.
3. The ***Bullsheet Editor*** is required to exercise proper discretion in all matters affecting the well-being of the Association which involve public writing or speaking. This includes not making public statements of a political nature unless it is made clear that this does not represent the views of the Student Association and will only speak to the media upon prior approval from the President.

Special Conditions

- It is a requirement of this position to be a current JCU student

Please note this position description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Selection Criteria

Selection and appointments will be assessed against selection criteria.

Essential

1. Exceptional grammar and spelling skills.
2. Efficient and accurate typing skills.
3. Accurate proofreading skills and knowledge.
4. Time management skills and the ability to deliver accurate work on time.
5. Interpersonal skills to effectively work with and motivate writers.
6. Medium proficiency in the Microsoft suite of products.
7. Must be an enrolled JCU student at the time of application and whilst the incumbent.

Desirable

1. Basic WordPress publishing skills