



Job Description Editor of CCIS Communiqué newsletter

The Communiqué is a quarterly published newsletter covering events, programs, featured stories, and articles relevant to the Community Committee for International Students (CCIS) organization. <http://ccisstanfordu.org/index.html>

CCIS supports international graduate students, visiting scholars and their families at Stanford University by offering gracious and helpful connections between Stanford Internationals and the community. To read past issues of Communiqué: <http://ccisstanfordu.org/newsletter/newsletters.html>

This is a volunteer position. The newsletter Editor is a member of the CCIS Board of Directors. **The position could be shared by two people with complementary skills.**

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Responsibilities

The Communiqué editor is responsible for the content, preparation, and mailing of a PDF version of the Communiqué newsletter. Duties include:

- Soliciting content for publication
 - President's column
 - Gratitude column content
 - Bechtel Director's column
 - Member news
- Generating content for publication
 - Editor's column
 - Headline article
 - Reporting on CCIS events and activities such as social events, classes, etc.
 - Conducting interviews and creating articles from interview content.
 - Soliciting and taking photos for publication in the newsletter.
- Proof-reading and content editing.
- Layout of content and photos, for conversion to PDF file.
- Working with printing professionals.
- Preparing printed newsletter for mailing.
- Attendance at Board of Directors meetings and Board activities.
- Time commitment per quarter (3 months) = ~60 hours (~20 hours per month).

Qualifications

- Self starter with ability to create and manage own schedule.
- Ability to write engaging articles in proficient English.
- Experience with desktop-publishing software (the current newsletter template was created in Adobe InDesign).
- **The position could be shared by two people with complementary skills.**

To Apply

Send a summary of your qualifications and your contact information to the CCIS Board of Directors President: president@CCISstanfordU.org

We look forward to discussing this opportunity with you.