



Student Publications Staff Application: PRODUCTION

Appointments to editorial staff positions at The Daily Cougar are for one semester only. Appointments may be renewed based on satisfactory performance reviews. Staff members are expected to work between semesters and over the summer.

DISCLAIMER

"State law requires that you be informed of the following: (1) with few exceptions, you are entitled on request to be informed about the information the University collects about you by use of this form; (2) under sections 552.021 and 552.023 of the Government Code, you are entitled to receive and review the information; and (3) under section 559.004 of the Government Code, you are entitled to have the University correct information about you that is incorrect."

POSITIONS AVAILABLE (Please read the attached job descriptions and check the position(s) for which you're applying.)

Graphic artist (9 a.m. to 5 p.m.)

Night production (5 p.m. to 12:30 a.m.)

TELL US ABOUT YOURSELF

Name _____

Local mailing address

Permanent mailing address (if different)

Local phone

Permanent phone

Mobile phone

E-mail address

Are you enrolled as a UH student? yes no

Are you in good academic standing? yes no

What is your major?

What is your anticipated graduation date (month/year)?

Why do you want to work for The Daily Cougar Production Department?

What do you expect to gain from your work with the department?

PLEASE ANSWER THE FOLLOWING QUESTIONS

How long have you worked with computers and what have you used them for?

Describe your experience using layout and graphics software, particularly the Adobe Creative Suite.

Describe your experience with and success at working on deadlines, particularly short deadlines.

Building ads and laying out the paper require that you work closely with other staff members to produce work to editors' and clients' specifications. Describe your experience with and success at following directions and working on a team.

Tell us about other work experience that will benefit you in this job.

It will help us get an idea of your experience and design sense if you bring samples of your design-related work when you are interviewed. If possible, please prepare some samples and have them ready to share.

Job description: **GRAPHIC ARTIST**

GENERAL DESCRIPTION

To design advertising for The Daily Cougar and other publications of Student Publications, including promotional materials.

QUALIFICATIONS

- Currently enrolled as a student at UH
- Must have reliable transportation
- Self-motivated and able to work with little supervision
- Able to work between semesters and during the summer
- Have experience with the Adobe Creative Suite or similar layout and design software

RESPONSIBILITIES

- Design and correct advertising and other materials for The Daily Cougar and any other special sections, promotions or publications produced by the Department of Student Publications.
- Read and process layouts and corrected proofs accurately.
- Maintain orderly files of ads and materials on a file server.
- Communicate with sales reps and editorial staff as needed.
- Meet all deadlines.
- Handle errors and problems professionally and courteously in conjunction with the The Daily Cougar Student Production Manager and The Daily Cougar Production Manager.
- Read and consult the production manual, memos, posted material and information distributed to production staff mailboxes and become familiar with Student Publications policies and procedures.
- Call in as soon as possible if you will not be able to work and make arrangements for your replacement with the student production manager and/or production manager.
- Perform other tasks as assigned by The Daily Cougar Production Manager or Student Production Manager.

Job description: **NIGHT PRODUCTION**

GENERAL DESCRIPTION

To typeset and design page layouts for The Daily Cougar and other publications of Student Publications, including promotional materials.

QUALIFICATIONS

- Currently enrolled as a student at UH
- Must have reliable transportation and be willing to work nights (12:30 a.m. or later on occasion)
- Self-motivated and able to work with little supervision
- Have experience with the Adobe Creative Suite or similar layout and design software

RESPONSIBILITIES

- Lay out pages and photos for The Daily Cougar and any other special sections, promotions or publications produced by the Department of Student Publications.
- Read and process layouts and corrected proofs accurately.
- Maintain orderly files of materials on a file server.
- Communicate with editorial staff as needed.
- Meet all deadlines.
- Handle errors and problems professionally and courteously in conjunction with the The Daily Cougar Student Production Manager and The Daily Cougar Production Manager.
- Read and consult the production manual, memos, posted material and information distributed to production staff mailboxes and become familiar with Student Publications policies and procedures.
- Call in as soon as possible if you will not be able to work and make arrangements for your replacement with the student production manager and/or production manager.
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