The Position

The RUSU Orientation Handbook Editors (O’Book Editors) volunteer positions coordinate the production of the RUSU Orientation Handbook (O’Book) for distribution at the beginning of the academic year. This O’Book is available to all RMIT students, but is particularly aimed at new students. The O’Book must introduce the students to RMIT, the services available and to university life in general. The O’Book Editors must balance their own creative ideas with the liaising and consulting role of an editor in conjunction with the broad aims of RMIT Orientation.

We are looking for an editorial team of 3 RMIT students (a team of 4 will be considered, however the same total honorarium applies and will be split between 4). The O’Book Editors need to have a combination of writing, editing and design skills, with at least one team member possessing the design skills required to produce a quality professional standard publication to press specifications.

The O’Book Editors would need to be ready to start the first week of November 2013. The O’Book Editors MUST be ready to hit the ground running in developing a plan for the content, including sourcing and writing articles. The position will require an equivalent of full time hours for most of the duration of the project.

The writing and design phase will occur from November to January, with the O’Book produced in early February and ready for distribution and uploading to the website the week of February 10th 2014.

O’Book promotion and distribution is also a core aspect of this role. This requires the O’Book Editors to develop and implement a comprehensive cross-campus publicity and distribution plan; hold an O’Book launch party; and attend a range of distribution and Orientation events to distribute and promote the O’Book. This includes Welcome Days (12, 25, 26, 27 Feb), Clubs day (6 March) and special SAB (Swanston Academic Building 80) promotions. Additional payments (up to $3,000 in total) will be offered to the O’Book Editors in lieu of additional time and costs involved in attending promotional events as determined by the RUSU Orientation Handbook Editorial Committee.

This is a volunteer position that receives an honorarium to cover expenses. It is not an ongoing volunteer position.

Accountability

The O’Book Editors report to the RUSU Orientation Handbook Editorial Committee.

The RUSU Orientation Handbook Editorial Committee is made up of several elected student representatives and relevant RUSU staff members. It provides advice, support and guidance on the O’Book project including in relation to subject matter that may be questionable. The Committee does not need to edit and approve every piece of text but will be responsible for approving the final proof. Regular meetings between the RUSU Editorial Committee and the O’Book Editors are required.

The O’Book is a publication of RUSU and needs to be clearly identified as such and comply with RUSU expectations and policy regarding content.

Key Responsibilities

- To prepare, edit and produce the 2014 RUSU Orientation Handbook (O’Book) ready for distribution by the week starting 10 February 2013 in book form and online.
- To ensure that all service areas from the Student Services Group, the Student Union, and RMIT Link are fairly and appropriately represented within the Handbook.
- To ensure that all campuses and sites are appropriately represented in the O’Book.
- To work with the staff of Student Services Group, the RMIT University Student Union, and RMIT Link to ensure the relevant people and departments have access to proofs for a final edit before going to print.
- To check that service information is correct and relevant.
- To comply with the terms of the Deed of Assignment (see below).
- To attend RUSU Orientation Handbook Editorial Committee meetings, keep the committee members up to date on the progress of the O’Book and liaise on the information included in and the direction of the O’Book.
- To submit a proof of the entire O’Book prior to printing to the RUSU Orientation Handbook Editorial Committee, for approval and final checking.
- To develop and implement a comprehensive cross campus publicity and distribution plan, hold an O’Book launch party and attend a range of distribution and Orientation events to distribute and promote the O’Book. This includes Welcome Days (12, 25, 27 Feb), Clubs day (6 March) and special SAB promotions.
- To liaise with RUSU staff members to ensure distribution to students via Welcome Talks and other Orientation tours and talks.
- To liaise with printers to obtain a range of quotes not only based on price but also environmental/sustainability considerations.
- To work within budget and ensure financial requirements and procedures are met.
- To communicate and work with printers and organise effective delivery of artwork to the printer.
- To evaluate and write a short report for discussion on the production of the O’Book to be submitted by late February/early March 2013. The final honorarium payment is contingent on the completion of this report and all key responsibilities.

Note: The 2014 O’Book does not contain paid advertising.
Honorarium

The O’Book Editors operate as volunteers but will be offered an honorarium of $13,000 to be divided amongst the editors equally (unless advised by the applicants as a group at the start of the project that they want a variation on this based on an agreed ratio of duties). Additional payments (up to $3,000 in total) will be offered to the O’Book Editors in lieu of additional time and costs involved in attending promotional events (such as Big O’Days). These payments will be determined by the RUSU Orientation Handbook Editorial Committee.

The honorarium will be paid in a maximum of 4 instalments, the dates of which will be finalised by the O’Book Editors and the Orientation Handbook Editorial Committee (one however will be at the commencement of the project). The final instalment payment is contingent on the satisfactory completion of the O’Book (printed and online) on time and a short final report from the O’Book Editors to RUSU at the end of the project.

All RUSU volunteers are inducted via our in-house volunteer training. All RUSU volunteers are covered by the appropriate level of public liability insurance only.

Intellectual Property

The O’Book Editors must sign a deed of assignment of all intellectual property in the O’Book in favour of RUSU, in which the O’Book Editors will:

1. agree that all intellectual property, including copyright, produced or developed by them in the course of or in connection with the creation and publication of the O’Book is the absolute property of RUSU and that RUSU has sole rights in and to it;
2. assign to RUSU all such intellectual property; and
3. warrant to RUSU that:
   a. none of the intellectual property or other materials used in the O’Book were obtained from a third party, other than under a valid assignment; and
   b. neither the O’Book Editors nor any other person has granted any licences or other user rights to any person in relation to the intellectual property rights referred to above.

Key Selection Criteria

Essential

All O’Book Editors must be enrolled RMIT students during Semester 2, 2013.

The team must possess:

- Proven ability to communicate and build strong working relationships.
- A sound knowledge of editing and producing large publications.
- Proven ability to write and source content from both internal and external stakeholders and sources.
- An understanding of student culture and the student service providers.
- Ability to develop and work within a budget.
- Skills in desktop publishing and industry standard design applications.
• Ability to use standard email packages and computer applications on the internet.
• Working knowledge of prepress processes and practices.
• High-level written and verbal communication skills.
• High-level of organisational skills and ability to prioritise work commitments.
• Proven strong team working ability and the capability to take initiative where necessary and appropriate.

Desirable
• Knowledge of the issues affecting tertiary students.
• Knowledge of off-campus services available for students.
• Knowledge of social opportunities, infrastructure, facilities around the RMIT campuses.

Applications

Application Process
For more information please contact Tali Polichtuk on (03) 99255004 or
tali.polichtuk@rmit.edu.au

Applications close 9 am Friday 25 October 2013. Interviews are scheduled to take place later that week.

Applications MUST be from a team of students. RUSU will not create teams from individual applicants.

Applications MUST include:
• 3 x individual resumes (1 per team member) which includes 2 referee contacts for each of the team members.
• 1 x cover letter (from the team) which addresses how your team meets the various selection criteria.

The team member responsible for design will need to present a folio of their work only if requested to attend an interview.

Please send applications by email to rusu.jobs@rmit.edu.au, with “O’Book Editor Application” in the email subject line. DO NOT include graphic and design files of your previous work.