



# JOB DESCRIPTION

## Blogger

**Classification:** Member / Volunteer

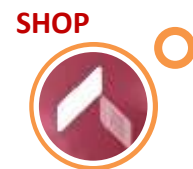
**Location:** QUT GP

**Division:** Operations

**Reports to:** Operations manager – May

**Last updated:** 13/03/2014

**Incumbent:** N/A



SHOP is a student-run program aiming to provide students with opportunities to develop their professional skills, while working on various projects designed to connect people and communities. We are currently looking for **Bloggers** for our Operation division. Study or experience in this field is desirable but not essential; volunteers from any areas of study are welcome.

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### Purpose of Position:-

The Operations Officer is responsible for managing SHOP's operations.

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### Scope:-

The current on-going project SHOP is working on is *The Point Magazine Blog*; the operation division is mainly responsible for publishing the blogs. This includes all necessary works involved such as interviewing, writing articles, editing, photographic works, and printing.

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## Main Duties and Accountabilities:-

- ◆ Attend/organise regular meetings
- ◆ Communications with the printing company
- ◆ Organising blogging, including administrative work
- ◆ The articles / blogs, design, and editing of *The Point Magazine Blog Website*
- ◆ Proof reading, including check for compliance with organisational objectives and goals
- ◆ Providing contents for social media
- ◆ Manage in collaboration with the marketing division Facebook and Instagram accounts for SHOP and *The Point Magazine Website*
- ◆ Perform other related duties as required.

## Working Conditions:-

- ◆ Work independently and in a team
- ◆ Eight hours of commitment a week
- ◆ May involve handling member complaints

## Applying:-

Please apply online via [shopatqut@gmail.com](mailto:shopatqut@gmail.com) including your resume and availability.

Enquires can be made to the same email address.

SHOP's recruitment process is committed to equity, diversity and social inclusion:

1. SHOP's recruitment processes are designed so that applicants receive accurate information about advertised positions as well as information about the procedures used for recruitment, selection and appointment processes.
2. Selection of advertised position must only assess on the requirements stated on the advertised information as well as individual potential for future development of that person in their contribution,
3. Preventing unjustified discriminations such as:
  - ◆ Race, colour, national or ethnic origin or nationality.
  - ◆ Gender, sexual preference, marital status, pregnancy, status as parent or carer.
  - ◆ Religious or political belief or activity, industrial activity.
  - ◆ Age, physical features, disability, medical records.
  - ◆ Personal association with a person who is identified by reference to any of the listed attributes.

SHOP reserves the right not to proceed with any appointment.

**APPROVED BY: Wen**