



Publications Officer
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Student Editor (2026) Vacancies

Job Title	Editor in Chief Digital Team
Number of Positions	1 of 6 editors
Applications Open	06 October 2025
Applications Close	26 October 2025
Location	Approximately 6 hours on campus, 4 hours flexible location per week
Eligibility	Are a current Western Sydney University student
Skills & Training	<p>Software training will be provided; however, programs used in this role include:</p> <ul style="list-style-type: none">• WordPress• ADOBE Express• Microsoft Teams• Microsoft Word• Microsoft 365 (including Outlook)• Social media channels including but not limited to: Facebook, Instagram, TikTok. <p>Editors are required to complete all assigned training.</p>

This student leadership role is an opportunity to build your reputation and portfolio as a journalist, writer, or designer.

The graduate employability skills and knowledge you will develop as a student editor can give you a competitive advantage when progressing your career.

Responsibilities

- Leading the two editors on the digital team and supporting the editors through their responsibilities
- Curating an ongoing publishing plan to map out the publication schedule of all digital editions of the publications of the Student News and Publications Committee (SNAP)
- Ensuring published content, such as online articles, video, social media, is of the highest quality
- Surveying feedback on the digital publication and keeping record of responses, both qualitative and quantitative, to implement in future editions.
- Ensuring digital editions meet accessibility requirements.
- Meet monthly with the Student News and Publications Committee (SNAP), be available to take minutes on a rotating roster with the committee.

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