



# Maine School of Science and Mathematics

*A Residential Community of Academic Excellence*

## **JOB POSTING** **Adjunct Yearbook Instructor**

**Application Posting Date:** Thursday, July 28, 2021

**Position Start Date:** Monday, Aug. 23, 2021

The Maine School of Science and Mathematics is looking for an adjunct instructor to teach a Yearbook class and supervise the creation of the school's annual Yearbook. The class is scheduled Tuesday & Thursday, from 6:15pm-7:45pm, but could be switched to Monday & Wednesday at the same time if needed. This position will be compensated on stipend basis for the duration of the school year.

### **Responsibilities include but are not limited to:**

1. Coordinate all aspects involved in publication of the school Yearbook.
2. Order all supplies necessary for yearbook related activities.
3. Manage and account for funds generated by sale of Yearbook.
4. Use computer to lay out images and text in a visually pleasing and organized format.
5. Coordinate writing, editing, proofreading, and layout activities.
6. Instruct students in journalism style, proofreading, editing, layout, design, photography and sales.
7. Oversee all production activities and sales of the yearbook; coordinate all aspects involved in publication of school Yearbook; review and approve final layout of all photographic inclusions.
8. Ensure timely distribution of all materials and delivery of annual copy for printing.
9. Supervise student members throughout entire production process.

*If you are interested in this position and meet the eligibility requirements, please complete and return the appropriate MSSM application for employment (non-teaching) <https://www.mssm.org/about/employment-opportunities> a cover letter, resume, and three letters of recommendation to email: [moore.tracy@mssm.org](mailto:moore.tracy@mssm.org) or fax at 207-325-3340  
ATTN: Tracy Moore with Yearbook Instructor in the Subject Line.*

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