



## Footprint Publication 2021-2022 Recruitment Information

Footprint Publication was founded by a group of Hong Kong and Macau students in 1982. We aim to provide campus news, cultural and city information for students at the University of Toronto. Interested in "Footprint"? Join us now!

Feel free to email us at [general.footprint@gmail.com](mailto:general.footprint@gmail.com) if you have any questions.

足跡報社由一班港澳留學生在1982年創立，致力為多倫多大學的同學提供校園、文化及城市生活的資訊。現在且加入這群遊子浪遊彼邦的足跡，傾聽屬於你我的故事。

如有任何疑問，歡迎電郵 [general.footprint@gmail.com](mailto:general.footprint@gmail.com) !

Website: <http://footprint.sa.utoronto.ca/>

Facebook: <https://www.facebook.com/UtFootprint/>

Instagram: <https://www.instagram.com/utfootprint/>

LinkedIn: <https://www.linkedin.com/company/utfootprint>

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### Production Department 製作部

#### Graphics Designer 平面設計師 (2-4 Positions)

Responsibilities:

- Design graphics for each post
- Create templates for sponsorship packages
- Communicate with the Editorial Department about graphics requirements of each post

We are looking for:

- Creative and passionate about graphics design
- Experience using design software or tools such as Adobe Photoshop, Illustrator, Canva

### Finance Department 財政部

#### Finance Assistant 財政助手 (1-2 Positions)

- Assist Finance Director with budget-planning, writing yearly funding proposals and applying for funding
- Updating Footprint's Financial Sheet regularly
- In charge of reimbursements forms and cheques

We are looking for:

- Knowledge in Corporate Finance or budgeting
- Having financial experience is a bonus

## Editorial Department 編輯部

### Journalist 文字記者 (1 Position)

Responsibilities:

- Write articles on different topics and current affairs
- Gather accurate information, edit and review articles
- Proofreading

We are looking for:

- Good Chinese writing skills
- Passionate about sharing news to the public
- Paying attention to current affairs (specifically Toronto and Hong Kong)

### Columnist 專欄作者 (1 Position)

Responsibilities:

- Share information of public interest, e.g. food, movies, events etc.
- Offer opinions to their readers
- Write or edit copy for a regular column

We are looking for:

- Good Chinese writing skills
- Passionate about sharing interesting content to the public

### Copy Editor 校對員 (1 Position)

Responsibilities:

- Proofread text and correct spelling, grammar, and punctuation errors
- Verify factual correctness of the information, such as dates and statistics
- Check text for style, readability, and adherence to editorial policies
- Arrange page layouts of photos, articles, and advertisements

We are looking for:

- Good Chinese writing skills
- Ability to remain detail-oriented and focused when processing long articles