

## Student Association of George Brown College

<b>Job Title:</b>	Editor, The Dialog	<b>Job Category:</b>	Support Staff
<b>Department/Group:</b>	The Dialog	<b>Job Code/ Req#:</b>	
<b>Location:</b>	Remote	<b>Travel Required:</b>	No
<b>Level/Salary Range:</b>	\$15/hr for 25 hours/week	<b>Position Type:</b>	Temporary-Part-Time
<b>HR Contact:</b>	<a href="mailto:humanresources@sagbc.ca">humanresources@sagbc.ca</a>	<b>Start Date:</b>	August 17, 2020
<b>Will Train Applicant(s):</b>	Yes	<b>Posting Expires:</b>	August 4, 2020

**Fax or E-mail:** [humanresources@sagbc.ca](mailto:humanresources@sagbc.ca)

Subject Line: <your name>: Editor, The Dialog Application

**Attention:** HR Department

### Job Description:

The Editor shall be responsible for ensuring that stories, photos and other assets are assigned, edited and posted on a strict deadline. Working with the Publications Coordinator, they shall play a key role in developing and pitching story ideas as well as prioritizing coverage and dictating the editorial content. They shall also be responsible for helping editing content for all sections of the *Dialog* and working editorial staff to ensure that the *Dialog* are published free of errors in a timely manner. The Editor shall also being required to write and report when required.

### General Responsibilities:

- Will assign stories to staff reporters and ensure they are scheduled and on deadline.
- Will ensure staff keep accurate and up-to-date records of research, interviews, etc.
- Will edit content by prior to publication, ensuring that the stories are accurate and read well.
- Will participate in seeking out and reporting on stories relating to GBC and its students.
- Other duties as needed and assigned by the editor or publications and communications coordinator.

### Requirements:

- Demonstrated interest in journalism and media
- Experience writing and/or editing for newspapers, newsletters, blogs or other publishing outlets
- Keen sense of news judgement and a detailed knowledge of the major news stories at George Brown
- Experience working in a diverse and demanding office where teamwork and communication is vital.
- The ability to work to and enforce strict deadlines
- Working with digital photography, Adobe Creative Suite is an asset.
- A comprehensive knowledge of CP Style is an asset
- Experience using WordPress is an asset

### Mission Statement:

*We are the students of George Brown College committed to supporting each other in the struggle for student rights, the pursuit of quality education and the provision of services in a safe, accessible and equitable environment.*

### Commitment to Equity:

*The Student Association is an equal opportunity employer and welcomes candidates from among those groups of individuals that are traditionally underrepresented to apply.*