



# Student Association of George Brown College

<b>Job Title:</b>	Editor	<b>Job Category:</b>	Support Staff
<b>Department/Group:</b>	Student Media	<b>Will Train:</b>	Yes
<b>Location:</b>	GBC campuses: Casa Loma (main) remote work where applicable	<b>Travel Required:</b>	Yes
<b>Rate of Pay:</b>	\$15.00/hr (up to 20 hours per week)	<b>Position Type:</b>	Temporary - Part-Time
<b>Reports to:</b>	Publications & Communications Coordinator	<b>Start &amp; End Date:</b>	August 21 2021-April 30 2022
<b>Number of Vacancies:</b>	*multiple positions available	<b>Posting Expires:</b>	May 31, 2021 11:59pm

## How to Apply:

Submit cover letter and résumé to: [humanresources@sagbc.ca](mailto:humanresources@sagbc.ca)

Subject Line: <your name>: Student Media, Editor Application

## Job Overview:

The Student Association is about student representation and voice. It is student media and student journalism that has the power to help students make sense of the world, and help students access what they need to know. The importance of staying connected through stories, media, and news is all the more important to students during an era of physical distancing. As Editor you aim for the highest quality and help guide other student staff to those achieve those standards.

Editor(s) plays a key role. Editors help develop ideas, pitches, and direct story assignments and delegates as a support staff to the Coordinator. Editors take pride and responsibility in editing content across all sections of print and online publication. Editors minimize errors, and maximize relevancy – all with a timeliness that serves students. Overall, you'll work with a team of student journalists, and be part of a long-standing, award-winning student newspaper, *the Dialog*.

## GENERAL RESPONSIBILITIES:

- Model best journalistic practices and style standards, supporting other staff in doing the same
- Listen to pitches for story ideas, and evaluate as needed
- Assign stories and submission deadlines to staff reporters as delegated
- Help plan, assign, choose graphic and photo assignments to accompany stories
- Support the Coordinator by delivering to mission (including story and/or theme selection and coverage)
- Ensure student media staff keep secure, accurate, and up-to-date records of research, interviews, notes, etc.
- Edit content prior to publication, ensuring stories are accurate and to standard
- Help with ads and ad sales with marketing staff as needed, ensuring placement
- Actively participate in trainings and off-campus learning opportunities as provided
- Promote the value of student voice and the importance of autonomous student media
- Work cohesively with other student media staff; get clarity on delegation responsibilities from Coordinator
- Other duties as assigned

## YOU HAVE:

- Interest in journalism and media
- Experience writing and/or editing for newspapers, newsletters, blogs, podcasts, or other media/publishing
- Proven ability to work to strict deadlines, without compromise to standards
- Proactive and self-motivated mindset
- An understanding of the Student Association and the importance of the student movement
- Value equity, diversity, and inclusion

## YOU MIGHT ALSO HAVE:

- Competency in digital photography, and Adobe Creative Suite (InDesign, Photoshop, and Illustrator)
- Familiarity of Canadian Press (CP) style; familiarity with Canadian University Press (CUP)
- Understanding of equity in relation to media representation

## REQUIRED:

- Full-time GBC students enrolled 2021-2022 prioritized, or part-time student and/or recent GBC grads/alumni
- Availability  
Work hours based on availability and availability of work; average 15 hours per week
- HOW TO APPLY:
  1. Must submit cover letter and résumé

### *Student Association Vision:*

*Students are empowered to influence a just world.*

### *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 SA is committed to employment equity and encourages applications from historically underrepresented groups to apply.*