



# Student Association of George Brown College

<b>Job Title:</b>	Editor	<b>Job Category:</b>	Part-time, Support Staff
<b>Department/Program:</b>	Operations, Student Media	<b>Reports to:</b>	Publications & Communications Coordinator
<b>Location:</b>	GBC campuses: Casa Loma (main) remote work where applicable	<b>Will Train:</b>	Yes
<b>Rate of Pay:</b>	\$15.00/hr (0-20 hours – 15 average per week)	<b>Start &amp; End Date:</b>	August 2022-April 30 2023
<b>Number of Vacancies:</b>	*multiple positions available (2)	<b>Posting Expires:</b>	May 29, 2022 11:59pm

**How to Apply:**

Submit cover letter AND résumé to: [hiring@sagbc.ca](mailto: hiring@sagbc.ca)  
 Subject Line: <your name>: Student Media Editor Application

**Job Overview:**

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 navigating a pandemic and change. 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 source ideas, develop pitches, direct story assignments, and supports the Coordinator’s role. 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 creatives and journalists, and be part of a long-standing, award-winning student newspaper, *the Dialog*.

**GENERAL RESPONSIBILITIES (as directed):**

- 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 part-time 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).
- Help edit content to suit different platforms and identified audiences.
- 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 agreed placement/fulfillment.
- Cross-functional collaborations; including with SA Communications program; including assist to Senior Communications & Marketing Coordinator where appropriate.
- Work cohesively with other SA student media and program staff.
- Contribute to positive working relationships with Student Association staff, GBC college, and community.
- Actively participate in trainings and learning opportunities (internal and external).
- Attend SA events and programming for content as needed.
- Stay current on student issues and politics.
- Other duties as assigned.



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## YOU HAVE:

- Interest in journalism and media.
- Experience writing and/or editing for newspapers, newsletters, blogs, podcasts, or other media/publishing
- Effective communication skills.
- Proven ability to work in advance and to strict deadlines, without compromise to standards.
- Commitment to share inputs that make the work stronger.
- Professional ability to welcome and accept feedback with learner's mindset.
- Keen ability to accept projects as assigned; willingness to ask questions.
- Proactive and self-motivated mindset.
- Proficiency in internet research and computers skills, including Microsoft Office Suite, Microsoft Teams, OneDrive, Zoom, Google suite, social media, phones, and email.
- Ability to work independently with minimal supervision, but team oriented.
- Value equity, diversity, and inclusion.
- An understanding of the Student Association and the importance of the student movement.

## YOU MIGHT ALSO HAVE:

- Portfolio of past work.
- Experience writing and/or editing for newspapers, newsletters, blogs, podcasts, or other media/publishing.
- Familiarity of Canadian Press (CP) style; familiarity with Canadian University Press (CUP).
- Competency in digital photography, and Adobe Creative Suite (InDesign, Photoshop, and Illustrator).
- Videography and/or video editing skills.
- Experience with project management basics, and working with strategies.
- Interest or experience in metrics; measuring and evaluating readership.
- Understanding of equity in relation to media representation.

## REQUIRED:

- Full-time GBC students enrolled 2022-2023 prioritized, or GBC part-time and/or recent grads/alumni
- Availability  
Job offer/continued employment contingent on availability; Must be available to work minimum 3 hour shifts  
Typical shifts occur Monday-Friday 9am-5pm
- HOW TO APPLY: Must submit cover letter AND résumé

*Student Association Vision:*

*Students are empowered to influence a just world.*

*Mission Statement:*

*We are committed to supporting each other and the students of George Brown College in the struggle for students' 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.*