



Student Association of George Brown College

Job Title:	Reporter	Job Category:	Part-time, Support Staff
Department/Program:	Operations, Student Media	Reports to:	Publications & Communications Coordinator
Location:	GBC campuses: Casa Loma/various remote work where applicable	Will Train:	Yes
Rate of Pay:	\$15.00/hr (0-20 hours – 15 average per week)	Start & End Date:	September 2022-April 30 2023
Number of Vacancies:	*multiple positions available (2)	Posting Expires:	Until Position Filled

How to Apply:

Submit cover letter AND résumé to: hiring@sagbc.ca

Subject Line: <your name>: Student Media Reporter 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 a reporter you deliver the students’ voice on campus, and amplify the voices of students who may not otherwise be represented elsewhere.

Reporters play a key role. Reporters gather information, conduct interviews, write stories for *the Dialog* student newspaper, and stay attentive and on the look-out for the next story idea. Reporters cover multiple “beats,” including news, arts & life, events, sports, features. You’ll work with a team of creatives and student journalists, and be part of a long-standing, award-winning student newspaper, *the Dialog*.

GENERAL RESPONSIBILITIES (as directed):

- Prepare pitches for story/article ideas, and accept responsibility for assigned articles.
- Generate leads for story ideas, and develop a network of contacts.
- Conduct interviews, aligned with department professional ethics, standards, and consent.
- Keep secure, accurate, and up-to-date records of research, interviews, notes, etc.
- Write stories/articles that are compelling to student readers.
- Conduct supplementary, background, or follow-up research to articles.
- Proofread articles and information for accuracy, fact-checking, and quality.
- Suggest and assist with photos or illustrations that tell the story visually.
- File notes and documentation and submit stories and photos in a timely manner.
- 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; including Editor where delegated.
- 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.

YOU HAVE:

- Interest in journalism and media.
- Experience writing and/or editing for newspapers, newsletters, blogs, podcasts, or other media/publishing.
- Demonstrated effective written skills.



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- 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.
- Curiosity to explore issues and ask questions; using media to build a learning community.
- 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.
- Experience with project management basics, and working with strategies.
- Relevant experiences with social media (e.g. InstaLive, Twitter) for research, interviewing, news, storytelling.
- Skills in graphic design, illustration, videography, podcasting.
- Understanding of language bias and the role of equity in media writing and coverage.
- 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.