



Student Association of George Brown Part Time On-Campus Opportunities

Job Title: Reporter

Reports to: Coordinator, Publications & Communications

Department/ Program: Operations, Student Media

Job Type: Part-time, Temporary Support Staff

Location of Work: GBP Campuses - Casa Loma (Main), St. James, Toronto Metropolitan University, Waterfront Campus and all affiliated to GBP and Student Association; Remote work where applicable

Will Train Applicant(s): Yes

Travel Required: Yes

Hours: up to 20 hours per week

Rate of Pay: \$17.60 per hour (\$17.95 effective October 1, 2026)

Position Type: Part-Time Temporary Contract

Start & End Date: July 2026 - April 2027

Number of Vacancies: multiple positions available

Posting Expires: June 21, 2026 11:59PM *or until position is filled

How to Apply

1. Applicant must submit a PDF version of their cover letter, résumé **AND portfolio of previous journalism work. (Applications without a portfolio may not be considered** to hire@sagbc.ca Subject Line: <your name>: Student Media Reporter Application
2. Complete the following SparkMeet video interview:
<https://hire.li/FrVDcuzZ2apocruJhc8j1>

About the Student Association & Its Program offerings

The Student Association is your student union representing the interests of all George Brown Polytechnic students. The Student Association focuses on representation, advocacy, delivery of services and the operation of businesses to support its overall mandate.

We're here to be the bridge between the students at GBP and the institution itself by listening to your concerns, advocating for students, and providing access to necessary services like Health Benefits, the Community Care Hub, and the Student Nutrition Access Program, events and recreation, clubs, academic support, and legal services.

Job Overview

Student Media has the power to help students make sense of the world and access what they need to know. The importance of staying connected through stories, media, and news is all the more important to students navigating their post-secondary experience. As a reporter your duty is to the truth, and ensuring a consistent flow of timely and accurate news.

Reporters gather information, conduct interviews, write stories for the Dialog student newspaper, all while looking for the next story idea. Reporters write many types of stories including news, arts & entertainment, events, sports, features, and more. You'll work with



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a team of creatives and student journalists, and be part of a long-standing, award-winning student newspaper, the Dialog.

General Responsibilities:

- 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.
- Collaborate with other SA departments to ensure organization events run smoothly and effectively.
- Work cohesively with other SA student media and program staff.
- 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 as required.

You Have:

- Interest in journalism and media.
- Experience writing for newspapers or other industry standard publications.
- Demonstrated effective written skills.
- Portfolio of past work as a journalist, editor, author, etc.
- 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.
- An understanding of the Student Association and the importance of the student movement.

You Might Also Have:

- Experience with project management basics, and working with strategies.
- Relevant experiences with social media (e.g. InstaLive, Twitter) for research, interviewing, news, storytelling.
- Understanding of language bias and the role of equity in media writing and coverage.
- Understanding of equity in relation to media representation.



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Required:

- Full-time GBP students enrolled in 2026-2027 prioritized, or GBP part-time students and/or recent grads/alumni.
- Availability - You must be available for an organization wide full-day training on August 18th and 19th. Job offer/continued employment is contingent on availability. You must be available to work a minimum of 3-hour shifts. Typical shifts occur Monday through Friday, 9 am-5 pm.

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 Polytechnic 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.