

Student Association of George Brown College

Job Title:	Assistant Editor, The Dialog	Job Category:	Support Staff
Department/Group:	The Dialog	Job Code/ Req#:	
Location:	Casa Loma	Travel Required:	Yes
Level/Salary Range:	\$15/hr for 20 hours/week	Position Type:	Temporary-Part-Time
HR Contact:	Mick Sweetman	Start Date:	Aug. 7, 2018
Will Train Applicant(s):	Yes	Posting Expires:	July 15, 2018

Fax or E-mail: humanresources@sagbc.ca

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

Attention: Mick Sweetman

Job Description:

The assistant editor shall be responsible for ensuring that stories, photos and other assets are scheduled and in on deadline. They shall also be responsible for helping editing content for all sections of *The Dialog* and working editorial staff to ensure that the print and online editions of *The Dialog* are published free of errors in a timely manner.

Mail:

Mick Sweetman
The Dialog c/o
Student Association of George Brown College
142 Kendal Ave. Toronto, ON
M5R 1M3

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 fair.
- Will co-ordinate graphics and photos to accompany stories in conjunction with staff.
- Will co-ordinate ads with the ad sales and marketing staff and ensure they are placed in *The Dialog*.
- Other duties as needed and assigned by the editor or publications and communications co-ordinator.

Skills:

- Writing or editing articles for a newspaper, newsletter, website, blog or other forms of communication.
- Working in a diverse and demanding office where teamwork and communication is vital.
- Working with digital photography, Adobe Creative Suite is an asset.
- The ability to work to strict deadlines, have excellent communication and time-management skills and the ability to work collaboratively with other students.
- An editing and Canadian Press Style test will be required as part of the interview process.

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.