



Student Association of George Brown College

Job Title:	Editor-in-Chief	Job Category:	Support Staff
Department/Group:	The Dialog	Job Code/ Req#:	
Location:	Mostly Casa Loma	Travel Required:	Yes
Level/Salary Range:	\$15/hr for up to 24 hours/week	Position Type:	Temporary-Part-Time
HR Contact:	Mick Sweetman	Start Date:	Aug. 8, 2017
Will Train Applicant(s):	Yes	Posting Expires:	June 30, 2017 12PM

E-mail: humanresources@sagbc.ca

Subject Line: <your name>: Assistant Editor (Lead) Application

Attention: Mick Sweetman

Instructions: Please include cover letter and résumé

Job Description:

The Editor-in-Chief shall be responsible for leading the operations of *The Dialog*, ensuring that staff reporters and volunteers have the resources and skills to produce quality news stories. They shall also be responsible for editing content for all sections of *The Dialog* and working with the managing editor and graphic designer to ensure that the print and online editions of *The Dialog* are published free of errors in a timely manner. The Editor-in-Chief reports to the publications and communications co-ordinator.

General Responsibilities:

- Will assign stories to staff reporters.
- Will work with editorial staff on journalistic best practices.
- Will be responsible for a certain number of articles each issue in a timely and accurate manner.
- Will 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 the graphic designer.
- Other duties as needed and assigned by the managing editor.

Requirements:

- Writing articles for a newspaper, newsletter, or website, or experience in other forms of communication with a strong sense of news writing.
- 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 skills, be willing to follow established style guides and have the desire to work in a student collective environment.
- An editing 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.