



Student Association of George Brown College

Job Title:	Reporter-Editor	Job Category:	Support Staff
Department/Group:	The Dialog	Job Code/ Req#:	
Location:	Various	Travel Required:	Yes
Level/Salary Range:	14 cents/word or \$15.00/hr for meetings and in-office shifts	Position Type:	Temporary-Part-Time
HR Contact:	Mick Sweetman	Start Date:	As soon as possible
Will Train Applicant(s):	Yes	Posting Expires:	February 15, 2018, 12PM

E-mail: humanresources@sagbc.ca

Subject Line: <your name>: Reporter-editor Application **Attention:** Mick Sweetman

Instructions: Please include cover letter and résumé

Job Description:

Reporter-editors play a key role in our student community. They gather information and prepare stories for our student publications and inform us about newsworthy events and happenings in our community. They present factual information on current issues and report on the actions of public officials, executives, special interest groups, and others who exercise power.

General Responsibilities:

- Will pitch story ideas to and be assigned articles from the managing editor.
- Will be responsible for their assigned articles each issue.
- Responsible for creating stories that are factual and compelling with photos.
- Will peer-edit stories at least one day a week and attend weekly story meetings.
- Will keep accurate and up to date records of research, interviews, etc.
- Will file stories and images in a timely and accurate manner.
- Other duties as needed.

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 or video is an asset.
- Reporter-editors will have 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.
- Up to three writing, photography or video samples may be included with your application.

Please note that interviews will be taking place on February 21, 2018. If selected and contacted, please be available on this day for an interview.

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.