

Student Association of George Brown College

Job Title:	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:	January 2019
Will Train Applicant(s):	Yes	Posting Expires:	Jan. 1, 2019

Fax or E-mail: humanresources@sagbc.ca

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

Attention: Mick Sweetman

Job Description:

The editor shall be responsible for guiding the student editorial staff of *The Dialog*, with support from the publications and communications co-ordinator. The editor will be responsible for insuring that stories are of the highest quality. They are also responsible for helping edit content for all sections of *The Dialog* and working with 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 that they meet journalistic standards.
- Will work with editorial staff on journalistic best practices.
- Ensuring that the assistant editor has all stories scheduled and on deadline for publication.
- Will be responsible for the overall editorial direction of *The Dialog*, in line with the SA mission statement.
- Will edit content by prior to publication, ensuring that the stories are accurate and fair.
- Other duties as needed and assigned by the publications and communications co-ordinator.

Skills:

- Writing or editing articles for a newspaper, newsletter, website, blog or other forms of communication
- Has strong news judgment.
- 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 leadership 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.