



Student Association of George Brown College

Job Title:	Reporter	Job Category:	Part-time, Support Staff
Department/Program:	Operations, Communications	Reports to:	Publications & Communications Coordinator
Location:	GBC Campuses: Casa Loma (main), St. James and Waterfront Campus, various remote work where applicable	Will Train Applicant(s):	Yes
Rate of Pay:	\$15.50/hr (up to 20 hours per week)	Position Type:	Part-Time Temporary Contract
Travel Required:	Yes	Start & End Date:	July 2023 - April 30, 2024
Number of Vacancies:	*multiple positions available (4)	Posting Expires:	June 4, 2023 11:59PM *or until position is filled

How to Apply:

Submit **cover letter AND résumé** to: hiring@sagbc.ca

Subject Line: <your name>: Student Media Reporter Application

**** Please attach your Cover Letter and Resume in a PDF, AND portfolio of previous journalism work**

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 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.

YOU HAVE:

- 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.
- Value equity, diversity, and inclusion.
- An understanding of the Student Association and the importance of the student movement.

YOU MIGHT ALSO HAVE:

- Portfolio of past work as a journalist, editor, author, etc.
- Experience writing and/or editing for newspapers, newsletters, blogs, podcasts, or other media/publishing.
- Experience with project management basics, and working with strategies.
- Relevant experiences with social media (e.g. InstaLive, Twitter) for research, interviewing, news, storytelling.
- Skills in graphic design, illustration, videography, podcasting.
- Understanding of language bias and the role of equity in media writing and coverage.
- Understanding of equity in relation to media representation.

REQUIRED:

- Full-time GBC students enrolled 2023-2024 prioritized, or GBC part-time student and/or recent grads/alumni
- Availability
Job offer/continued employment contingent on availability; Must be available to work minimum 3 hour shifts Typical shifts occur Monday-Friday 9am-5pm.
- HOW TO APPLY: Must submit cover letter, résumé AND portfolio of previous journalism work.

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 College 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.