

JOB POSTING – SAIT Students' Association



Position: Lifestyle Editor

Location: SAIT Main Campus

POSITION SUMMARY

Reporting to Publications Editor and Publications Manager, this person's primary focus is coordinating the content for the lifestyles section of the weekly student newspaper, The Weal. The lifestyle section will aim to make The Weal more relevant to SAIT students by providing practical information on student life, workplace trends, education and employment issues, and health and technology news.

RESPONSIBILITIES

- Provide the Publications Editor with the high-quality content necessary to publish the lifestyle section in The Weal, which is comprised of practical and useful lifestyle reporting for the students and staff of SAIT and the wider community.
- Work with volunteers and section writers to craft stories.
- Meet all deadlines as determined by the publications editor.
- Contribute roughly 8-10 hours a week in the execution of duties (this will vary depending on content requirements).

DUTIES

The Lifestyle Editor shall:

- Oversee and produce content for the lifestyle section.
- Receive stories from writers by Wednesday afternoon at 12 p.m. for editing
- Submit stories to the Publications Editor by Friday afternoon at 12 p.m. for editing
- All submitted copy must be formatted and copy edited according to CP style.
- Complete requests for photography or illustrations required for appropriate stories and submit them to appropriate editors at least 48 hours in advance.
- Develop and maintain a volunteer base to create content for features section.
- Proofread all sections of The Weal on production days (copy edit).
- Represent The Weal publicly on campus as appropriate.

REPORTING RELATIONSHIPS

Reports to: Publications Editor, Publications Manager

Supervises: Volunteer Writers, Lifestyle Writer

QUALIFICATIONS

- Currently enrolled in SAIT program.
- Responsible, mature and dependable.
- Interest in news style writing.
- Good knowledge of CP style, copy-editing and journalism mechanics.
- Ability to find content and follow stories through to completion, maintaining a narrative
- Ability to find untold stories or unique perspectives relating to campus interests
- Ability to accept and give feedback.
- Strong understanding of our audience, their needs, interests and desires and a strong understanding of our brand.
- Ability to manage and train volunteers and writers.
- Excellent problem-solving skills.

Application:

- Please submit your cover letter, resume, references and one example of your work along with your winter semester class schedule to lambie.hamilton@edu.sait.ca **by 4pm Friday, February 10th, 2017.**