



SAIT Students' Association Job Description

Job Title:	<i>Editor in Chief</i>
Reports to:	<i>Publications Coordinator</i>
Direct Reports:	<i>None</i>
Position Type:	<i>Contract – One year, Hourly</i>
Category:	<i>Publications</i>
Travel Required	<i>Minimal (Conferences, Training, Etc.)</i>
Location of Work	<i>Campus Centre –SAIT Polytechnic Main Campus</i>

Job purpose

Reporting to the Publications Coordinator, the Editor in Chief will be responsible for the overall production of the student-operated newspaper. This position's primary focus is editing content for weekly newspaper (*The Weal*), the *Survival Guide* and *SAIT's Yearbook*. The Editor in chief is responsible for ensuring that the content of SAITSA's publications are issues related to SAIT students that are interesting and valuable to the SAIT community.

Duties and responsibilities

Collaborate with volunteers, section editors and writers to craft stories. Meets weekly with section editors and writers for critiques, training and problem solving.

Chairs weekly editorial meetings and creates a storyboard for layout and unique to each issue then communicates and enforces the schedule to section editors.

Responsible for publishing corrections in print and online editions of errors in paper. Gives final approval of all pages before sending to printer.

Focuses on the details of each page of the newspaper, including photos, graphics, articles, headlines and columns.

Works closely with Publications Editor concerning content and appearance, including design and production.

Update *The Weal Staff Manual* over the summer to guide new and returning *Weal* staff in their respective roles.

Qualifications

Education

Post-secondary education in a related field

Knowledge, skills and abilities

- Have an interest in journalism.
- Proven strong and highly evolved sense of ethical and moral integrity.
- Responsible, mature and dependable.
- Good knowledge of CP style, copy-editing and journalism mechanics.
- 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.

Proficiency in the use of computers

- Word processing
- E-mail
- Internet
- InDesign
- Photoshop

Personal characteristics

The Editor in Chief should demonstrate competence in some or all of the following:

- **Adaptability:** Demonstrate a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
- **Behave Ethically:** Understand ethical behavior and business practices, and ensure that own behavior and the behavior of others is consistent with these standards and aligns with the values of the organization.
- **Build Relationships:** Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- **Creativity/Innovation:** Develop new and unique ways to improve operations of the organization and to create new opportunities.
- **Focus on Client Needs:** Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters.

- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- **Leadership:** Positively influence others to achieve results that are in the best interest of the organization.
- **Make Decisions:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
- **Organize:** Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities
- **Plan:** Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
- **Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
- **Think Strategically:** Assesses options and actions based on trends and conditions in the environment, and the vision and values of the organization.

Experience

1 or more years of journalism experience

Working Environment

Working environment is primarily in a climate-controlled environment with minimal safety/health hazard potential. Sedentary, sitting, walking, occasional lifting, frequent reading and computer use. Required to work some evenings/weekends for meetings, function attendance, and high demand periods.

Direct reports

- *Section editors, writers, photographers and volunteers*
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