

JOB POSTING – SAIT Students' Association



Position: News Editor

Location: SAIT Main Campus

POSITION SUMMARY

Reporting to the Publications Editor and Publications Manager, this position's primary focus is producing and editing content for the news section for the weekly student newspaper, the Weal. The News Editor is responsible for covering on-campus news, local events, issues related to SAIT students and content interesting and valuable to the SAIT community.

RESPONSIBILITIES

- Provide Publications Editor with high-quality content necessary to publish a superior Weal that appeals to our diverse audience.
- 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 News Editor shall:

- Oversee and produce content for the news 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, News 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