2021/2022 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: UVSS Assistant Editor

DEPARTMENT NAME: University of Victoria Students’ Society, The Martlet

CONTACT NAME: Alex Coates

JOB DESCRIPTION:
The Assistant Editor offers office support to the Editor-in-Chief to ensure that all essential business is completed efficiently and effectively. The Assistant Editor will report to the Editor-in-Chief, and will fill in where needed, as necessary. The Assistant Editor will work collaboratively with a diverse team to develop and execute editorial projects in a timely fashion. Some tasks will include but are not limited to:

• Working collaboratively with all staff members of the Martlet to plan, coordinate, and execute numerous editorial projects simultaneously
• Work with volunteer and staff writers to edit content for print and web production
• Solicit stories from the community at large and coordinate staff to ensure projects are assigned and completed in a timely fashion
• When needed, answer phones, direct calls, and provide information to individuals who drop in to the office
• When needed, coordinate and facilitate in-office staff meetings for writers and editors

QUALIFICATIONS:
• Excellent verbal, written, and digital communication skills
• Leadership experience an asset
• Excellent organizational skills, and ability to multitask
• Ability to work under pressure, independently or collaboratively, to deadlines
• Journalism courses and/or journalism experience an asset
• Experience with Adobe Creative Suite, Microsoft Office, Google Docs, and Wordpress an asset

JOB LOCATION ON-CAMPUS: Student Union Building, room B011

WORK STUDY WAGE: $16.00/hour (including 4% vacation pay)

HOURS AVAILABLE: 200

HOW TO APPLY:
Send cover letter, resume, and samples to business@martlet.ca by September 15, 2021. Additionally, please drop off your work-study eligibility form as soon as possible in room B011 of the SUB, (250) 721-8359.

Applicants must be eligible for Work Study Program
For details go to: http://www.uvic.ca/registrar/safa/work-study/index.php