



JOB POSTING – NEWS, ARTS & LIFESTYLES EDITOR

Number of Positions: 2

Competition Number: CTAS-0829

Employer: CBU Students' Union

Closing Date: August 25, 2017

Reporting To: Caper Times Editor-in-Chief

Purpose: The CBU Students' Union is currently seeking an individual to fill the student position of Caper Times News, Arts & Lifestyles Editor. This position is to be the lead news, arts & lifestyles editor of the campus newspaper, Caper Times.

Specific Responsibilities:

- Ensure that campus news is being reported and printed by fair and accurate means
- Responsible for editing articles from all sections of the newspaper each edition.
- Assist reporters, within your department, with their articles by answering questions and offering advice.
- Required to write articles to fill content for each issue of the newspaper.
- Report in an unbiased, objective view on Students' Union, society and CBU activities
- Ensure that deadlines are met so that the paper can be printed and distributed on schedule
- Attend weekly staff meetings
- Other duties as assigned by the Editor-in-Chief

Qualifications:

- Must be a member of the CBU Students' Union as outlined in By-law 1.01 and registered CBU student prior to September 23, 2016
- Excellent verbal and written communication skills
- Knowledge of Microsoft Office Suite and Adobe Creative Suite
- Ability to work independently in a fast-paced office environment under extreme deadlines
- Ability to work within a budget
- Excellent organization skills
- Creativity an asset

If you are interested in this position please send your cover letter and resume no later than 4:00PM on August 25th, 2017 to Jordan Gracie, Chair, Caper Times Publishing Board using the information at the bottom of this ad, or via email at su_vpfo@cbu.ca. The Students' Union is an equal opportunities employer.

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