

2024/2025 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: UVSS 37 - Staff Editor

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

CONTACT NAME: Anna Alva

JOB DESCRIPTION:

The Staff Editor will be responsible for making the paper as errorless and factual as possible, aiding the Editor-in-Chief, and helping manage the editorial needs for all sections of the paper in a timely fashion. The Staff Editor will also support the Martlet team by filling gaps in the production cycle as needed, by pitching stories, taking photos, or helping create content based off of Martlet articles for the Martlet's social media. Some tasks will include but are not limited to:

- Editing 8-12 stories per publication (online and print).
- Diligently fact-checking edited stories, including reviewing interview recordings and examining various source documents.
- Mentoring and helping recruit Martlet volunteers.
- Working collaboratively with all Martlet staff to plan, coordinate, and execute numerous editorial projects simultaneously.
- Ensuring stories are edited and completed on time, according to Canadian Press style and Martlet style.
- Attend meetings: training/orientation workshops, copyediting, story, and editorial meetings.

QUALIFICATIONS:

- Strong editing, research, and communication skills
- Attention to detail
- Confident decision-making skills
- Excellent organizational and multitasking skills
- Ability to work under pressure, independently or collaboratively, to meet deadlines; reliable
- Experience with editing, journalism courses, and/or familiarity with the UVic community and its issues and trends is an asset
- Knowledge of Canadian Press style and Martlet style is an asset

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

APPLICANTS MUST BE ELIGIBLE TO PARTICIPATE IN THE WORK STUDY PROGRAM
For details go to: <http://www.uvic.ca/registrar/safa/work-study/index.php>

WORK STUDY WAGE: \$18.50/hour (including 4% vacation pay)

HOURS AVAILABLE: 53

HOW TO APPLY: Please send a cover letter, resume, and 1-2 writing samples to Anna Alva at business@martlet.ca. Additionally, please drop off your work-study eligibility form as soon as possible to the Martlet office (room B011 of the SUB, 250-721-8359). Applicants are encouraged to apply early.