



Student
Association

Associate Editor

Title: Associate Editor (Student)

Reports to: Publications Manager

FT/PT: Part-time

Permanent/Temporary: Temporary

Wage: Starting at \$15.78

Work hours: Monday through Friday

Start date: August 6, 2021 – May 27, 2022

Who We Are.

The Student Association of BCIT is a non-profit student services and advocacy organization at the second largest post-secondary institution in British Columbia. The SA supports and enhances the quality of student life for over 48,000 full-time and part-time students across five campuses. Students lead our organization and drive our strategy. Everything that we do is about increasing the value of the student experience.

The Position.

The Associate Editor is responsible for collaborating in creating an engaging and relevant student publication. You recruit contributors, guide them and edit their work. You also collaborate in the design, layout, themes, promotion and distribution of the *Link* magazine. Finally, you help provide content and editorial work.

More specifically, your key duties and responsibilities will be the following:

- Collaborate with the Publications Manager, Senior Editor, and contributors to create an engaging and relevant student publication in both print and digital forms
- Assist with weekly production, story, and photography assignments
- Collaborate in design and layout of *Link*
- Generate story ideas and editorial content
- Create and edit original content for *Link* website, posts, and features
- Solicit editorial contributions from fellow students
- Participate in *Link* related social media
- Assist in promoting and distributing *Link* magazine in both forms
- Recruit new volunteer writers and other contributors
- Maintain confidentiality regarding all contributors
- Maintain strict deadlines and timelines for all projects

YOU. Our Successful Candidate.

Candidates must have:

- Collaboration skills (be a team player)
- Initiative

- Organizational skills
- Superior written English skills
- **Current BCIT student**
- Intermediate proficiency using Windows and Mac computers
- Intermediate proficiency using MS Office Suite

What You Get in Return.

We are a fun, dynamic team who are focused on putting forward our best. We focus on collaboration and creating meaningful relationships. Our staff receive discounted parking, 40% off food items, 25% off store items, and free part-time studies courses.

How to Apply!

Please submit your resume to jobs@bcitsa.ca with the subject "**ASSOCIATE EDITOR**".

Thank you to all candidates who apply, however, only those selected for an interview will be contacted. We are an equal-opportunity employer who prides itself on the diversity of the staff we employ!