



**Title:** Associate Editor (Student)

**Status:** BCIT Student

**Pay Range:** \$14.90 hourly

**Wage Last Amended:** June 2018

**Reports to:** Publications Manager

**Department:** Marketing & Communications

**Full/Part Time:** Part Time

**Job Description Last Amended:** June 2017

## SUMMARY

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.

## JOB DUTIES

### ***Link* Magazine**

- Collaborate with the Publications Manager and Senior Editor and contributors to create an engaging and relevant student publication in both print and digital forms
- Assist with weekly production, and 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

### **Relationship Building, Networking and Communication**

- Manage and cultivate authentic relationships with all staff and key internal stakeholders, especially contributors
- Provide leadership to contributors and volunteers with effective communication, clear expectations and fairness
- Recruit new volunteer writers and other contributors
- Maintain confidentiality regarding all contributors

**Operational Duties**

- Understand and follow all policies and procedures

**Other Related Duties**

- Assist other staff with duties, especially when busy
- Other related duties as required

**BCITSA Agent**

- Maintain a professional and friendly demeanor when interacting with any internal or external stakeholders
- Understand and promote our mission and values naturally and know our basic history

**Supplementary Information**

- Attend all staff meetings and training sessions as required
- Must be able to focus on a digital display for long periods of time

**REQUIREMENTS AND ASSETS****Requirements**

- 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

**Assets**

- Adobe Creative Suite experience