

Cavalier Editor

Job Description



Title of Position	Cavalier Editor
Portfolio	VP Marketing Portfolio
Position Summary	The Cavalier Editor is responsible for assembling and supervising a team in order to produce Sauder's monthly newspaper, The Cavalier.
Time Commitment	<ul style="list-style-type: none">• Approximately 5 hours per week in general• Approximately 10 hours per week during the one week per month in which layout takes place
Term of Employment	May 2014 - May 2015
Main Responsibilities	<ul style="list-style-type: none">• Produce between 6 and 8 issues of the newspaper, on a monthly basis throughout the year• Building the online presence of the Cavalier and promoting the growth of the Cavalier's digital journalism.• Supervise and guide a team of writers and editing assistants through the writing and layout processes• Guide the tone of the paper to appeal to core audience• Assist in marketing promotions of CUS and Sauder events
Qualifications	<ul style="list-style-type: none">• Strong writing composition and editing abilities• Ability to meet deadlines• Effective team leading skills• Experience with Adobe InDesign and Photoshop are assets, but not necessary• Excellent communication and organizational skills
Major/Specialization	<ul style="list-style-type: none">• Ideal position for those majoring in: Marketing
Anticipated Learning Outcomes	The Cavalier Editor will be able to develop and improve time management skills by working with deadlines throughout their term. The incumbent will also have opportunities to use and develop skills in (but not limited to) the following areas: <ul style="list-style-type: none">• Leadership and team management and people-oriented problem solving• Working in fast-paced environments while delivering a quality product
Application Process	To apply, complete our online application form (http://forms.cus.ca/view.php?id=17) and upload a single PDF document that includes: <ul style="list-style-type: none">• A one-page resume outlining your most relevant experiences• A cover letter describing: Why you want to be involved in the CUS and why you think you would be an excellent candidate for the position. <p>Name the PDF document as per the naming convention Cavalier_Lastname_Firstname.pdf. Please contact the HR Director at richard.wong@cus.ca should you have any questions.</p>