



## **Job Posting: Editor In Chief**

### **December 1, 2018 to March 31, 2019**

**The mission of the Over The Edge Newspaper Society** is to produce the student newspaper for UNBC, and provide meaningful journalism experience to students.

#### **Reporting to the Board of Directors, the Editor In Chief will:**

- Perform the initial proofread and copy-edit of all submitted content, edit design and grammatical flaws alongside the Production Coordinator and plan food
- Ensure all contributors complete their responsibilities to the best of their ability and agree to take on any failed editorial responsibilities
- Train and aid all members of Over the Edge in any matter which an editor requires
- Have sole discretion to allow other contributors to take on extra administrative duties
- Encourage contributions to the newspaper from students and community members
- Attend all national journalism conferences at which Over the Edge is represented
- Care for all equipment in Over the Edge office, and provide basic maintenance of facilities
- Write at least one article per issue, which can include the editorial, any additional articles written will not be eligible for compensation unless the word total exceeds 500 words
- Create the publication schedule, advertising rates, and printing processes
- Be the head representative of Over the Edge where the Publisher is not
- Post office hours on the door a minimum of two weeks in advance during their contract, and let contributors know 48 hours in advance if they will be unavailable for those hours
- Provide the Board of Directors with a general report on activities at Board Meetings
- Actively participate in Over the Edge events inside and outside of campus
- Respond to all emails and phone calls within 48 hours, and general inquiries from students

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**Over the Edge Newspaper Society**    **Mailing Address:**  
6-350 – 3333 University Way  
Prince George, BC V2N 4Z9

**Location:**  
University of Northern British Columbia  
Northern Undergraduate Student Centre  
NUSC Room 6-350

- Submit their receipts for all expenses related to Over the Edge business to the Publisher
- Adhere to the University of Northern British Columbia “Codes of Conduct” in any and all actions or judgments towards students, staff, faculty, volunteers, and other organizations
- Update and maintain relevant documents, including House Style Guide and job contracts
- Notify the Board of Directors about any and all human resources disputes
- Assume the duties in the Publisher contract in the event of their extended absence

This contract is subject to change by way of a majority vote by the Board of Directors.

**In compensation for these duties**, the Editor In Chief will be paid \$750 per month.

**To apply**, please submit a cover letter and resume to James Eckstein, Chair of the Board of Directors, at [chairpersonote@gmail.com](mailto:chairpersonote@gmail.com) before 4 pm on Wednesday, November 21, 2018.