



UNBC's Independent Student Newspaper est. 1994

Job Posting: Editor In Chief

April 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

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 Seth Jex, Chair of the Board of Directors, at chairpersonote@gmail.com before 4pm on Friday, February 24th, 2018.