



Editor, Magazine Publication

Reports to: Executive Officer of Communications, Business Administration Students Association Inc.

Business Administration Students' Association Inc is seeking an Editor for a new magazine publication. This position requires a person that is motivated by working in a non-profit environment.

Some responsibilities required include:

- Some typical work activities starting from writing articles, amending (re-writing of editing) articles, summarizing written material, and organizing and researching projects to tight deadlines.
- Conducting interviews with personalities. Writing their stories to appear in the magazine.
- Duties could also include, reading copies to detect errors in spelling and punctuation. Verifying facts, dates, and statistics. Rewrites or modifies copy to conform to publication's style and editorial policy.
- May write or rewrite headlines, captions, columns, articles, and stories according to publication requirements and initiate or reply to correspondence regarding material published or being considered for publication.

Experience in a non-profit environment with a focus in the student and university campus environment will be most beneficial, but is not required. The person who is right for this position will have publication experience specific to lifestyle genres, and should be a published writer. English, communications or creative communications background preferred.

If you are interested in this position, we urge you to apply online at uwbasa.ca/getinvolved! You can also view all the positions available, and read more about how we can work together to take your business education further.

Please note: you may be a student from any discipline to apply for this position, applicant is based on experience and qualifications not area of study.

Please respond to this posting by October 3, 2010