

The Cascade Opinion Editor Contract

Rate of pay: \$150 per issue

Job Summary:

The Opinion Editor is responsible for assigning, collecting, editing and laying out the content of the Opinion section. The Opinion Editor shall ensure that issues relevant to students are presented in their section, and allow for a diversity of opinions to be expressed on a range of topics. At all times the Opinion Editor must adhere to the Cascade Journalism Society bylaws, Code of Conduct, and other policies; shall not violate the Canadian University Press Code of Ethics; and shall always behave in an ethical manner as a representative of the paper.

Duties and Responsibilities:

1. Ensure that matters of interest to UFV students are covered in the Opinion section.
2. Assign, collect, and edit articles for the Opinion section, and assist with layout of the section as required.
3. Edit articles for libel and check for cases of potential plagiarism.
4. Request and select appropriate images for the opinion section in consultation with any graphics and/or photo editors, the Production Manager, and the Editor-in-Chief.
5. Update the Opinion training manual as necessary, to ensure that contacts, issues, etc. are shared with successors.
6. Write a minimum of one article for the Opinion section per issue.
7. Along with the Editor-in-Chief and Managing Editor, solicit volunteers to generate story and feature ideas to be covered in depth in the Feature section.
8. Perform other duties as required by the Editor-in-Chief.
9. Attend all writers' meetings and Editorial Board meetings.
10. Provide any necessary equipment (I.e., Laptop, recorder)
11. As a contractor this position requires billing for work completed. Issue an invoice to *The Cascade* regularly.

Qualifications:

1. Must be registered in at least one (1) credit course during the fall/winter semesters.
2. Must be available to work varying hours.
3. Must be a member in good standing of the Cascade Journalism Society.
4. Must be able to deal effectively with Society and university staff, students and the general public.
5. Must demonstrate strong command of the English language by passing an editing test, which will be administered during the interview process.
6. Must have knowledge of all relevant laws and journalistic standards concerning libel.