

***The Cascade* Jr. News Editor contract**

Rate of pay: \$100 per issue

The Jr. News Editor is responsible for working with the News Editor in finding, assigning, collecting, and editing the content of the News section in *The Cascade*. The Jr. News Editor shall ensure that issues relevant to students are presented in the section, including but not limited to the Student Union Society, campus news, and community coverage.

At all times, the Jr. News Editor shall adhere to the Cascade Journalism Society bylaws, Code of Conduct, and other policies; shall ensure that all material does not violate the Canadian University Press Code of Ethics; and 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 News section.
2. Find, assign, collect, and edit articles for the News section.
3. Edit articles for libel and check for cases of potential plagiarism.
4. Request and select appropriate images for the News section in consultation with the Production Manager, Production Assistants, Illustrator, and the Editor-in-Chief.
5. Ensure the News section is organized and has sufficient quality content for each issue.
6. Work one-on-one with staff and contributors to ensure quality and development of news writing and related skills.
7. Write a minimum of two full news articles per issue.
8. Attend all writers' meetings and Editorial Board meetings.
9. Must perform other duties as required by the News Editor, Editor-in-Chief and/or Managing Editor.
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 on a weekly basis.

Qualifications

1. Must be a member in good standing of the Cascade Journalism Society.

2. Must be registered in at least one course for credit during the Fall/Winter semesters.
3. Must be available to work varying hours.
4. Must demonstrate strong command of the English language. An editing test will be administered during the interview process.
5. Must have knowledge of all relevant laws and journalistic standards concerning libel.
6. Must be able to deal effectively with Society and university staff, students, and the general public.