



Title of Position:	Column Editor
Hiring Manager:	Director, Editorial
Recruiter:	Operations Functions Generalist, Human Resources
Date Posted:	March 16, 2011
Send Application to:	hr@utchinese.org Writing sample must be sent along with the application to the above email address for consideration

UTChinese Magazine is a leading not-for-profit Chinese student organization in Canada. Founded in Summer 2006 and based at the University of Toronto, our Mission is “to build the best platform for students to interact and to express themselves in relation to ideas, arts and culture, as well as to create the best value for their lives, their academic endeavors and their future careers”.

We are searching for enthusiastic, energetic, bold and decisive team players as Column Editors to our Editorial Department. The objective of this exciting and rewarding role is to ensure that the columns of our *UTChinese* magazines meet our quality standards and further the objects of our organization. The minimum work load is contributing or gathering three (3) articles per magazine issue.

Main Responsibilities

- Accountable for one column (one to three Column Editor(s) may be assigned to each column)
- Contribute, gather and select **100% original** articles for the column
- Ensure that the articles fit the theme of the column
- Write short Chinese and English descriptions for the articles in the column
- Proof-read and edit articles to ensure error-free magazines
- Establish and maintain active relationships with writers
- Participate in *ad hoc* requests supporting departmental or organizational activities

Requirements

- Excellent written skills in Chinese
- Extremely detail-oriented
- Excellent communication, interpersonal and time management skills
- Respect of diverse opinions and beliefs
- Strong ability to identify or predict hot topics is a strong asset
- Knowledge of Chinese history, art, culture, thoughts, and spirit is a strong asset
- Knowledge of general career-related topics is a strong asset for the “Career” column
- Demonstrated ability to manage confidentiality