



<b>Title of Position:</b>	Editor
<b>Hiring Manager:</b>	Director, Editorial
<b>Recruiter:</b>	Operations Functions Generalist, Human Resources
<b>Date Posted:</b>	March 16, 2011
<b>Send Application to:</b>	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 Editors to our Editorial Department. The objective of this exciting and rewarding role is to gather, select and edit articles for our publications, and ensure that the contents of the publications further the objects of our organization. The minimum work load is contributing or gathering five (5) articles per year.

### **Main Responsibilities**

- Contribute or gather **100% original** articles on a regular basis
- Select articles for each magazine issue
- 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 and passion for general career-related topics is a strong asset for the “Career” column of the *UTChinese* magazines
- Demonstrated ability to manage confidentiality