



**News Editor
The Fulcrum**

[The Fulcrum](#) is the University of Ottawa's independent English-language student news outlet, now publishing exclusively online. Since 1942, we've provided the university with quality news and its students with invaluable opportunities for learning and growth. We're a dynamic workplace located on campus, led by a small but mighty team.

We're looking for a news editor to join our team for the 2024-25 publication year. The news editor will work in close conjunction with the editors-in-chief and the managing editor and hold one of 16 positions on the Fulcrum's editorial board. **This position runs from February 24th, 2025, to April 4th, 2025.**

Remuneration: \$18 hour, 20 hours per week

Main responsibilities...

- Solicits contributors to the news section, producing three (3) to five (5) news stories per week with the help of the news writer, contributors and freelancers.
- Writes stories about both student union and university governance, student issues, and municipal, provincial and national issues that affect the U of O community.
- Assists the managing editor, staff writers, online editor, and editor-in-chiefs with covering breaking news.
- Edits all content for the news section for structure, spelling, grammar, and style. Responsible for uploading all news content to WordPress each week.
- Oversees and edits news broadcasts in collaboration with the editors-in-chiefs.
- Ensures weekly deadlines are met.
- Coordinates visual assignments with the photographer and visuals director.
- Ensures the news section of the production document is filled out in full prior to all editorial board meetings.

Other duties...

- Attends all staff, volunteer and Editorial Board meetings weekly (Monday afternoons) unless excused by the editors-in-chief. Encourages contributors to attend weekly volunteer meetings.
- Educates (through seminars, workshops, guest speakers, one-on-one training, etc.) all interested staff in all aspects of the section. Writes an end of term transition report.

Application requirements...

Deadline to apply is February 7th. Please submit a resume, cover letter, and two unedited writing samples that showcase your ability to write news content to editor@thefulcrum.ca.

Applicants who submit a complete and competitive application will be invited to partake in a two-part test which will test them on their general University of Ottawa knowledge and editing skills. Applicants must receive 50 per cent or higher on each test in order to be considered for an interview.

Due to the nature of the position, the successful applicant will be required to live in Ottawa from the start of their term to the end to attend possible in-person events.

The Fulcrum is an equal opportunity employer and accommodations are available for applicants during the hiring process.