



UPEI Student Union Job Description

Job Title: Cadre Managing Editors
Reports to: Cadre Editor-In-Chief
Position Type: Student Employee
Work Location: Student Union Office, WA Murphy Student Centre
Start Date: September 2022 (Staff training will be August 24th, 2022)
Compensation: \$120.60 per week for 28 weeks

Organization Overview

Founded in 1969, the UPEI Student Union is the oldest incorporated student organization at the University of Prince Edward Island. With over 5,000 members, the UPEISU provides a range of services, including health and dental plans, funding, event programming, a campus pub and more. The UPEISU is unique in that it is the primary student advocacy organization on PEI; in other provinces, this responsibility is managed by a dedicated provincial advocacy group.

Position Purpose

The Cadre Managing Editor is a student employee of the UPEISU who works with and is accountable to the Cadre Editor-In-Chief. The Managing Editor will be responsible for creating content for the Cadre and editing work from volunteers.

Job Responsibilities

- Attend weekly staff meetings
- Contribute news ideas
- Research and write news articles as assigned
- Edit articles submitted by volunteers.
- Take pictures or develop graphics to accompany articles

Job Specifications

- Strong interviewing and writing skills.
- Good oral and written communication skills
- Demonstrated ability to perform multiple tasks in a fast paced environment
- Good time management skills
- Organized
- Energetic and enthusiastic

Additional Information

- For the successful candidate there will be mandatory staff training on Wednesday, August 24th, 2022,

Deadline for application is **4:00 pm on August 12th, 2022**. To express interest in this role, please direct your application form, resume and class schedule in confidence to:

UPEI Student Union Hiring Committee via email: [hiring@upeisu.ca](mailto: hiring@upeisu.ca) or in person at the Student Union office.

Only applicants that have completed the application requirement will be considered for the position. Only those selected for an interview will be contacted.