

Job Posting: Staff Writer

The Carillon Newspaper Inc.

Room 227, Riddell Centre at the University of Regina



The Carillon is seeking a motivated individual to join our staff as Staff Writer. This key role is responsible for producing content across all sections of the publication—News, Community, Op-ed—ensuring it remains relevant, factual, and engaging. The Staff Writer will work closely with section editors to develop content, and maintain the quality and consistency of all articles published across sections.

About Carillon

The Carillon Newspaper at the University of Regina is an independent, student-run and student-funded publication that has been serving the university community since 1962. It prides itself on being the voice of the students, providing a platform for diverse perspectives and opinions. Covering a broad spectrum of topics including campus news, features, arts and culture, sports, and opinion pieces, the Carillon aims to inform, entertain, and provoke thought among its readership. Run by a Board of Directors and a group of amazing staff, the newspaper is dedicated to upholding the principles of journalism while offering hands-on experience to aspiring writers, editors, photographers, and designers. It serves as a training ground for students interested in pursuing careers in media and communications.

The position

Reporting to the Editor-in-Chief, the Staff Writer is responsible for producing content that highlights campus life, local events, and stories that resonate with both the student body and the broader community. This role requires strong skills in content creation, an understanding of journalistic standards, a strong command of English grammar, and community engagement. The Staff Writer will collaborate closely with section editors to develop story ideas, conduct research, and coordinate interviews as needed. They will also be responsible for ensuring the timely delivery of high-quality articles, and maintaining a strong connection to the campus community.

Responsibilities

Content Creation and Reporting (Approximately 80%)

- Write two articles per issue: one full-page and one half-page, covering a range of topics based on editorial needs and direction.
- Collaborate with section editors to pitch article topics that align with the interests of the student body and the broader community.
- Conduct thorough research for articles, ensuring factual accuracy and proper sourcing.
- Reach out to and interview relevant sources, gathering insights and perspectives for each story.
- Meet deadlines for article submission, providing the section editor with completed articles on time.

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Story Development and Community Engagement (Approximately 20%)

- Stay connected with the university community to identify emerging stories and timely topics.
- Proactively pitch new story ideas, ensuring coverage reflects the diversity of the student body and surrounding community.
- Engage with students, faculty, and local organizations to uncover relevant stories and initiatives.

What we are looking for

- A combination of relevant education and/or practical experience in journalism or a related field.
- A passion for news reporting and a commitment to upholding journalistic standards.
- Prior writing experience is an asset, though not required.

Demonstrated skills and/or experience with

- Strong time management and organizational skills.
- Strong command of grammar and writing skills in English
- Experience in writing, editing, and producing content.
- Ability to maintain objectivity and journalistic integrity at all times.
- Proactive communication style and ability to collaborate in a team environment.

The selected candidate must be a registered student at the University of Regina or any of its affiliated colleges and must be able to legally work in Canada.

Contract Period This is a contractual position typically available from September to April. The current term runs from **February 1, 2025, to April 30, 2025**, and is subject to renewal, provided you remain a registered student

Hours of Work The position requires 5-10 hours per week during the Fall and Winter semesters, depending on the publication schedule. Flexibility is provided during production nights, and there is an option to work partially from home. Approximately 9-11 issues are published each semester.

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Remuneration

You will receive a prorated annualized base salary of **\$7,800** (less applicable statutory deductions), paid according to our regular payroll schedule. This position comes with 1 week of paid vacation during the first year and 3 weeks of paid vacation upon completion of one year of work. It also comes with three days of sick/personal paid leave and extended sick leave for prolonged and serious illness subject to approval.

Reports to

Editor-in-Chief

Deadline to Apply

Friday, January 24th at 4:00 pm

To Apply

Submit a resume (with a contact list of at least two professional references) and a cover letter to the HR@carillonregina.com. Please attach the above all in one document and include your name in the title. Your cover letter should connect how your skills and experience are relevant to this role, and ideally highlight your approach to leadership. Please also **send in two writing samples** that showcase your abilities. These can be pieces you've written for courses previously, academic papers, articles published in other papers, articles you've contributed to our paper, or even creative writing. Should you choose to submit your application in another format such as video recording, please contact us prior to your submission.

Equity statement

Carillon actively encourages and prioritizes applications from people who self-identify as being part of groups, communities, or having identities that experience barriers to equity. Self-identified equity-seeking candidates who meet the core skill and ability requirements for this position will be prioritized for hiring.

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Hiring process and timeline

After the application deadline, the hiring committee will review all applications and create a shortlist of candidates using a comprehensive and equity focused hiring matrix. All candidates will be notified if they have been accepted to the shortlist or not, with the opportunity to ask for additional details upon request. Shortlisted candidates will be invited to the interview process, with the ability to request alternative interview methods if accommodations are needed. After interviews and any reference checks are completed, the hiring committee will make a decision and the successful candidate will be notified immediately and offered the position, and other interviewed candidates will be notified of the decision.