

Job Posting: Newspaper Writer

The Carillon Newspaper Inc.

Room 227, Riddell Centre at the University of Regina



The Carillon is seeking a motivated and passionate individual to join our editorial team as a Newspaper Writer. The Newspaper Writer will collaborate closely with the Editor in Chief to develop story ideas, conduct research & interviews, and maintain the high quality and consistency of content published across all 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 / Editorial Consultant, the Newspaper Writer will produce high-quality written content for publication. This role provides an opportunity to develop strong writing, research, and storytelling skills while working in a professional environment. The writer will work closely with editors and team members to create compelling articles that reflect The Carillon's commitment to amplifying diverse voices and covering a range of topics relevant to its audience.

Responsibilities

Content Creation and Reporting (Approximately 60%)

- Research and write articles on assigned topics, including News, Community, and Op-Ed.
- Propose story ideas that align with the editorial calendar and address audience interests.
- Produce engaging, accurate content that upholds journalistic standards.
- Conduct thorough research to ensure factual accuracy and proper sourcing.
- Meet deadlines for article submission, ensuring all articles are submitted on time and within the required word count.

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Story Development and Community Engagement (Approximately 30%)

- Stay connected with the university community to identify emerging stories and timely topics of interest.
- Proactively pitch new story ideas that reflect the diversity of the student body and surrounding community.
- Engage with students, faculty, and local organizations to uncover relevant stories and initiatives.
- Attend and report on local events, including cultural, academic, and community activities.

Professional Development (Approximately 10%):

- Participate in workshops or training sessions organized by The Carillon to enhance writing and journalistic skills.
- Seek feedback and mentorship from the Editor in Chief.
- Perform any additional writing or administrative tasks as assigned by the Editor in Chief or the Executive Director.

What we are looking for

- A combination of relevant education and/or practical experience in journalism or a related field.
- A passion for journalism 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.

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The selected candidate must meet all the eligibility below:

- Between 15 and 30 years of age (inclusive) at the start of employment.
- Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act, S.C. 2001, c. 27.
- Legally entitled to work according to the relevant provincial legislation and regulations.

Contract Period This is a full-time summer position runs from **June 2, 2025, to August 1, 2025**, and is subject to renewal, provided you remain a registered student

Hours of Work The position requires 30 hours per week, and there is an option to work partially from home.

Remuneration This position will receive an hourly rate of \$17, paid semi-monthly, for the total hours worked for a pay period. Applicable taxes and deductions will be applied as required by law. This position comes with three days of paid vacation and three days of sick leave.

Reports to Editor in Chief and Executive Director

Deadline to Apply **Friday, May 9th at 4:00 pm**

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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 journalism and community engagement. 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.

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.