

Job Posting: Op-Ed Editor

The Carillon Newspaper Inc.

Room 227, Riddell Centre at the University of Regina



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 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 Op-Ed Editor will be responsible for overseeing and managing the content in the Op-Ed section. This includes creating a pitch list for contributors, writing op-ed pieces, and working closely with the editorial team to ensure that articles meet the standards of quality and relevance. The Op-Ed Editor is also responsible for coordinating and recruiting contributors, guiding their work, and maintaining an organized and engaging section. The role requires a proactive communication style, and the Op-Ed Editor is expected to bring fresh ideas and strong leadership to the team.

Responsibilities

Editorial Management (Approximately 60%)

- Oversee the Op-Ed section to ensure a high standard of reporting and a diverse range of viewpoints.
- Develop a pitch list of four to seven story ideas to engage contributors.
- Write at least one op-ed article per issue, with a page minimum of two and a maximum of five.
- Coordinate and recruit contributors to write op-ed pieces, ensuring diverse topics and perspectives.
- Provide editorial support to writers, including brainstorming, interview sourcing, and article direction.
- Edit and finalize articles for clarity, tone, and factual accuracy.
- Attend editorial board meetings and collaborate with other editors.

Content Development (Approximately 40%)

- Create and maintain a balance of topics to ensure the Op-Ed section is timely, engaging, and thought-provoking.

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- Foster relationships with contributors, building a network of writers with diverse perspectives.
- Collaborate with the editorial team to ensure content aligns with the Carillon's editorial standards.
- Proactively source and develop story ideas, focusing on local, political, and global issues.
- Manage the editorial flow and deadlines for the Op-Ed section during production nights.

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 editorial or content management experience is an asset, though not required.
- The successful candidate has to be a registered student at the University of Regina.

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 managing editorial content, preferably in an opinion section.
- 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 part-time position, starting on **Oct 6, 2025** and ending **April 30, 2026**. The employment will automatically terminate on April 30, 2026, unless renewed in writing by both parties.

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Hours of Work

The position is part-time, requiring approximately 15 hours per week. The exact hours per week may vary depending on the publication schedule and news demands.

The Employee may be expected to occasionally attend training sessions, editorial meetings, and other work meetings outside of business hours, an advance notice will be provided.

Remuneration

The Employee will be paid a prorated, annualized base salary of **\$11,934** CAD on a semi-monthly basis according to the Employer's regular payroll and publication schedule. The semi-monthly payment will be \$498.88 before all applicable taxes. The employee will only be paid if work has been done during a pay period. 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.

Reports to

Editor-in-Chief

Deadline to Apply

Friday, Sep 26th 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.

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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 Executive Director and Editor in Chief 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 Executive Director 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.