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| MSU-logo-2001 | JOB DESCRIPTIONPart Time Staff |

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| **Position Title:** | ***The Silhouette* News Reporter** |
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| **Term of Office:** | September 1 to April 30 |
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| **Supervisor:** | *The Silhouette* News Editor |
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| **Remuneration:** | Refer to MSU OPERATING POLICY 2.2 - EMPLOYMENT (WAGES) |
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| **Hours of Work:** | 10 hours per week (minimum) |

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| **General Scope of Duties** |
| The News Reporter writes two stories a week for the News section under the direction of the News Editor. They are responsible for generating their own story ideas and are expected to be fairly autonomous and independent. |

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| **Major Duties and Responsibilities** |
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| **Category** | **Percent** | **Specifics** |
| Research & Assignment Function | 45% | * Search for stories on campus by maintaining contacts and visiting University departments
* Maintain communication with section editor to ensure no crossover of content and that stories are relevant to students
* Ensure accuracy by research and with back issues of The Silhouette
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| Writing Function | 45% | * Research the story, attend events, and contact people involved
* Two stories a week minimum, one for each online and for print
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| Editing Function | 10% | * Ensure stories are accurate, coherent, balanced, grammatical, and otherwise well written
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| **Knowledge, Skills and Abilities** |
| * Ability to write grammatically correct sentences and coherent stories in accordance with Canadian Press style
* Assertive and clear communication ability to reach contacts and ascertain correct facts
* Personal skills to work with colleagues, volunteers, and the public
* Able to use Microsoft Word basic e-mail platforms
* Time management and organizational skills
* Editing ability
* Interviewing and analysis skills
* Knowledge of Media Law
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| **Effort & Responsibility** |
| * Attention to detail to maintain accuracy and balance
* Persistence to get the right information from contacts
* Approach subjects as layperson in order to get the appropriate information from contacts and provide an objective and clear account
* Effort required to maintain consistency of work during long hours
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| **Working Conditions** |
| * Silhouette office (open office with many computer terminals and a lounge)
* Time demands may exceed stated hours of work
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| **Training and Experience** |
| * Journalism experience (previous volunteer experience with the Silhouette an asset)
* Computer and basic photography training will be provided
* Rudimentary knowledge of media
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| **Equipment** |
| * Computer equipment for writing responsibilities
* Recording tools for interviewing and transcribing
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