|  |  |
| --- | --- |
| MSU-logo-2001 | JOB DESCRIPTION  Part Time Staff |

|  |  |
| --- | --- |
| **Position Title:** | ***The Silhouette* News Reporter** |
|  |  |
| **Term of Office:** | September 1 to April 30 |
|  |  |
| **Supervisor:** | *The Silhouette* News Editor |
|  |  |
| **Remuneration:** | B2 |
|  |  |
| **Hours of Work:** | 6-8 hours per week |

|  |
| --- |
| **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. |

|  |  |  |
| --- | --- | --- |
| **Major Duties and Responsibilities** | | |
|  | | |
| **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 |
| Writing Function | 45% | * Research the story, attend events, and contact people involved * Two stories a week minimum, one for each online and for print |
| Editing Function | 10% | * Ensure stories are accurate, coherent, balanced, grammatical, and otherwise well written |

|  |
| --- |
| **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 |

|  |
| --- |
| **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 |

|  |
| --- |
| **Working Conditions** |
| * Silhouette office (open office with many computer terminals and a lounge) * Time demands may exceed stated hours of work |

|  |
| --- |
| **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 |

|  |
| --- |
| **Equipment** |
| * Computer equipment for writing responsibilities * Recording tools for interviewing and transcribing |