JOB DESCRIPTION
Part Time Staff

Position Title: **Online News Features Editor**

Term of Office: September 1 to April 30

Supervisor: Senior News Editor

Remuneration: Refer to MSU Operating Policy 2.2 - Employment (Wages)

Hours of Work: 12 hours per week (minimum)

General Scope of Duties
The **Online News Features** Editor prepares stories for volunteers, and edits stories and writes and edits long-form stories, as well as some News primarily for the Silhouette’s website.

<table>
<thead>
<tr>
<th>Category</th>
<th>Percent</th>
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<tbody>
<tr>
<td><strong>Research &amp; Assignment Function</strong></td>
<td>24.5%</td>
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<tr>
<td><strong>Writing Stories</strong></td>
<td>24.5%</td>
</tr>
<tr>
<td><strong>Editing</strong></td>
<td>14.5%</td>
</tr>
<tr>
<td><strong>Online Content Management/Layout</strong></td>
<td>24.5%</td>
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<tr>
<td><strong>Supervisory Function</strong></td>
<td>5%</td>
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<tr>
<td><strong>Communication Function</strong></td>
<td>5%</td>
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</tbody>
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**Knowledge, Skills and Abilities**
- Able 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 Word, Excel, Adobe Photoshop, Adobe InDesign (training provided)
- Photography abilities and an asset
- Time management and organizational skills required

Approved EB 05-04 May 26/05
Revised EB 12-02 (June 6/12)
• 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 thought 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 experience with the Silhouette an asset)
• Computer training needed before September
• Rudimentary knowledge of media

**Equipment**
• Computer to perform layout and writing responsibilities