

MANUAL Student Employment Office Office of Career Services	SECTION Student Job Description			PAGE 1 / 1 <hr/> REVISED 1/94
SUBJECT <i>Student Editorial Aide</i>	RANK x166	GROUP III	CBC	PHYSICAL

DEFINITION:

Under the direction of the editor, a student performs all or part of the following duties:

- (a) Responsible for "Class Notes" section of newspaper; reviews press releases; obtains photos and additional information when necessary; organizes materials; writes copy; types final copy for approval, writes and sends follow-up letters.
- (b) Researches and writes other news and feature stories; occasionally accompanies editor to interviews board meetings, etc., occasionally "fills in" for the editor.
- (c) Proofreads story copy, typesetter's galleys, camera-ready artwork, edits copy for grammar, spelling and punctuation.
- (d) Sorts and classifies editorial files as well as photos; files incoming bills.
- (e) Assists editor in layout of newspaper; obtains graphics and other earthwork; runs occasional errands.
- (f) Schedules interviews and photo sessions for editor.

BASIC QUALIFICATIONS:

At least Junior standing or the completion of six semesters of university course work with a 4.00 GPA (A=5.00). Completion of at least one writing course beyond Freshman Composition. Have some journalism experience and well-developed writing and organizational skills. English or Communication major. Must be articulate and present a poised image.

QUALIFICATIONS FOR STARTING AT STEP B:

Completion of eight semesters of university course work as well as additional qualifications listed above.