**Student Editorial Aide**

**DEFINITION:**

Under the direction of a Manager/Supervisor, a student performs all or part of the following duties:

(a) Responsible for 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 and 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 (6) semesters of university course work with a 2.75 GPA (A=4.00). Completion of at least one writing course beyond Freshman Composition. Have some experience in journalism and well-developed writing and organizational skills. English or Communications 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.