

MANUAL Student Employment Career Services	SECTION Student Job Description	PAGE 1 / 2 REVISOR 5/24
SUBJECT Student Editorial Aide	RANK x166	GROUP III

DEFINITION:

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

- (a) Handles newspaper reviews and press releases and gathers additional information as needed. Organizes materials, writes copy, and prepares final drafts for approval. Also, responsible for follow-up correspondence.
- (b) Conducts research and writes news and feature stories. Occasionally accompanies the editor to interviews and board meetings. May fill in for the editor as needed.
- (c) Proofreads story copy, typesetter's galleys, and camera-ready artwork. Edits copy for grammar, spelling, and punctuation.
- (d) Organizes editorial files, photos, and incoming bills.
- (e) Assists the editor in newspaper layout, obtains graphics, and runs errands as required.
- (f) Coordinates interviews and photo sessions for the editor's schedule.

BASIC QUALIFICATIONS:

At least Junior standing or the completion of six (6) semesters of university coursework 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.

LEARNING OUTCOMES*:

- Show an awareness of own strengths and areas for development.
- Professionally advocate for oneself and others.
- Establish, maintain, and leverage relationships with people who can help one professionally.
- Voluntarily participate in further education, training, or other events that support one's career.
- Understand the importance of and demonstrate verbal, written, and non-verbal/body language abilities.

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- Communicate in a clear and organized manner so that others can effectively understand.
- Frame communication with respect to the diversity of learning styles, varied individual communication abilities, and cultural differences.
- Promptly inform relevant others when needing guidance with assigned tasks.
- Make decisions using sound, inclusive reasoning, and judgment.
- Accurately summarize and interpret data with an awareness of personal biases that may impact outcomes.
- Multi-task well in a fast-paced environment.
- Actively contribute to inclusive and equitable practices that influence individual and systemic change.
- Advocate for inclusion, equitable practices, justice, and empowerment for historically marginalized communities.
- Seek global cross-cultural interactions and experiences that enhance one's understanding of people from different demographic groups and that lead to personal growth.
- Keep an open mind to diverse ideas and new ways of thinking.
- Demonstrate flexibility by adapting to diverse environments.
- Address systems of privilege that limit opportunities for members of historically marginalized communities.
- Plan, initiate, complete, and evaluate projects.
- Maintain a positive personal brand in alignment with organization and personal career values.
- Be present and prepared.
- Demonstrate dependability.
- Prioritize and complete tasks to accomplish organizational goals.
- Consistently meet or exceed goals and expectations.
- Have attention to detail, resulting in few, if any, errors in their work.
- Collaborate with others to achieve common goals.
- Use technology to improve the efficiency and productivity of their work.
- Manipulate information, construct ideas, and use technology to achieve strategic goals.

*Learning outcome descriptions from the [National Association of Colleges and Employers \(NACE\)](#).