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 coursework 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.
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).