

## **JOB POSTING – SAIT Students' Association**



**Position: News Writer**

**Location: SAIT Main Campus**

### **POSITION SUMMARY**

Reporting to Section Editors, Publications Editor and Manager, this position's primary focus is producing content for the weekly student newspaper, The Weal. Mainly responsible for covering on-campus news, staff writers may write for any section of the paper.

### **RESPONSIBILITIES**

- Ensure publications editor is provided with high-quality content necessary to publish a superior Weal that appeals to our diverse audience.
- Work with section editors to craft stories.
- Meet all deadlines as determined by the publications editor.
- Contribute roughly 8-10 hours a week in the execution of duties (this will vary depending on content requirements).

### **DUTIES**

Staff Writers shall:

- Write at least one story, intended for the print edition and online, per issue.
- Submit stories to the News Editor by agreed upon deadlines and submit polished work at 9 a.m. on the Monday preceding the day of copyedit to the Publications Editor via email.
- Produce online-specific content on agreed upon timelines.
- All submitted copy must be formatted and copy edited according to CP style.
- Use story planner information to execute the best story possible.
- Develop and maintain a volunteer base to create content for features section.
- Check for messages, emails and assignments at the Publications office at least once daily from Monday to Friday.
- Represent The Weal publicly on campus as appropriate.

### ***REPORTING RELATIONSHIPS***

Reports to: Publications Editor, Publications Manager, Section Editors

Supervises: Volunteer Writers

## **QUALIFICATIONS**

- Currently enrolled in SAIT program.
- Responsible, mature and dependable.
- Good knowledge of CP style, copy-editing and journalism mechanics.
- Ability to find content and follow stories through to completion, maintaining a narrative
- Ability to find untold stories or unique perspectives relating to campus interests
- Ability to accept and give feedback.
- Strong understanding of our audience, their needs, interests and desires and a strong understanding of our brand.
- Excellent problem-solving skills.

## **EVALUATION**

**The Staff writer will be evaluated once in the fall and again in the winter semester of each academic year.**

### **Application:**

- Please submit your cover letter, resume, references and one example of your work along with your winter semester class schedule to [lambie.hamilton@edu.sait.ca](mailto:lambie.hamilton@edu.sait.ca) **by 4pm Friday, February 15, 2017.**