

# Journalistic Writer

**Job Description** The Social Marketing Team, a program area of Student and Community Involvement is looking for journalist writer for academic credit. We are looking for an enthusiastic undergraduate student with a passion for journalistic writing who has excellent oral, interpersonal and written skills. Ability to multi-task and meet short deadlines is a must. Applicant must be proficient in Mac OS X, Adobe Acrobat as well as Microsoft Office – Word and Outlook. Additional skills include proofreading, photography, and interviewing.

## Job Duties

- Follows an editorial content calendar
- Schedules appointments with interviewees
- Interviews people about a wide range of topics
- Schedules a photographer to take a photo, finds copyright free photos or takes photos to accompany articles
- Develop a timeline for completion and meets deadlines
- Builds contacts and sources for use in future stories
- Fact-checks information given to you by a source
- Write and assemble news stories for online publication that will interest our audience
- Proof-reading
- Uploads stories to content management system
- Works with team members to deploy content

**Work Schedule** Writers will work 3 hours/week for every credit hour registered which include MANDATORY Social Marketing Team meetings. Work schedules will be determined at the beginning of the semester based upon classes. MANDATORY attendance at Social Marketing team staff training August 22-26th, 2017.

**Pay** **Academic Credit for ENGL 494**

**Work Environment** Writers will work in the Social Marketing Team Office in Lane University Center 233 on one of four Mac computers or one their own personal PC utilizing the following software: Microsoft Office, Outlook and the University's current content management system. The attire is business casual which includes a Social Marketing Team polo.

**Education** Applicants for this position are expected to have at 2.5 GPA or higher. MANDATORY attendance at Social Marketing team staff training August 22-26th, 2017.

## Learning Outcomes

- Student employees will be able to schedule interviews and interview sources in a professional and courteous manner.
- Students will be able to communicate effectively with clients as well as the Social Marketing Team.
- Students will follow an editorial calendar and manage their time accordingly.
- Students will follow the Associated Press Stylebook when writing articles.
- Students will photograph or choose legal imagery to accompany stories.
- Students will be able to follow the writing process from interview to first proof to corrections to uploading articles online to sharing in a timely manner.
- Students will be able to properly package, store and archive files in the correct file folders.