2020/2021 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: UVSS15 - Senior Staff Writer

DEPARTMENT NAME: University of Victoria Students’ Society - The Martlet

CONTACT NAME: Draven Clemah

JOB DESCRIPTION:

The Staff Writer will be responsible for completing at least two, bi-weekly publishable pieces for the Martlet. The Staff Writer will be responsible for completing the following duties:

- Staying informed on emerging issues relevant to stakeholders, and generating ideas for possible stories.
- Engaging with individuals within the community to develop journalistic contacts, sources, and assets.
- Work cooperatively with the News, Sports, Culture, and Opinions editors, as well as the Editor-in-Chief to cover compelling issues that enhance the overall quality of the printed paper.
- Act as a liaison with volunteers to ensure stories are covered properly, efficiently, and effectively.
- Act as a community ambassador for the Martlet by upholding the policies of the MPS, and carrying out our Statement of Purpose.
- Recruit and provide assistance to volunteer writers.
- Edit own and volunteer submissions, checking for accuracy, libel, readability, Canadian Press style, Martlet style and journalistic balance.
- Follow up on stories, and post story updates to the Martlet website.
- Review each story concept or first draft, and work with the Design team to identify potential graphics, sidebars, or other visual elements that can make articles more visually enticing to readers.
- Be aware of, and implement, the Martlet’s fact-checking guidelines and conflict of interest policy.
- Attend all paper critique, editorial, and story idea meetings.

QUALIFICATIONS:

- Strong writing, editing, and interpersonal skills are essential
- Courses in journalism an asset
- Knowledge of libel laws an asset
- Keen awareness of global and community issues an asset
- Ability to work under pressure and to tight deadlines

JOB LOCATION ON-CAMPUS: Student Union Building, room B011

WORK STUDY WAGE: $15.50/hour (including 4% vacation pay)

APPLICANTS MUST BE ELIGIBLE TO PARTICIPATE IN THE WORK STUDY PROGRAM
For details go to: http://www.uvic.ca/registrar/safa/work-study/index.php
HOURS AVAILABLE: 230

HOW TO APPLY: Send cover letter, resume, and writing samples to business@martlet.ca by September, 2019. Additionally, please drop off your work-study eligibility form as soon as possible in room B011 of the SUB, (250) 721-8359.