2021/2022 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: UVSS Staff Writer

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

CONTACT NAME: Alex Coates

JOB DESCRIPTION: The Staff Writer will be responsible for completing at least two publishable pieces for the Martlet weekly. 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.
- 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.
- Recruit and provide assistance to volunteer writers.
- Edit volunteer submissions, checking for accuracy, readability, CP style, and Martlet style
- 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
- 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: $16.00/hour (including 4% vacation pay)

HOURS AVAILABLE: 200

HOW TO APPLY: Send cover letter, resume, and writing samples to business@martlet.ca by September 15, 2021. Additionally, please drop off your work-study eligibility form as soon as possible in room B011 of the SUB, (250) 721-8359.

Applicants must be eligible for Work Study Program
For details go to: http://www.uvic.ca/registrar/safa/work-study/index.php