

2022/2023 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: UVSS34 - Staff Writer

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

CONTACT NAME: Mary MacLeod

JOB DESCRIPTION:

The Staff Writer will be responsible for writing and completing minimum of two articles per publication, and completing one long-form feature article during their position. The Staff Writer will also be responsible for completing the following duties:

- Pitching stories and staying informed on emerging issues relevant to UVic students and community.
- Working cooperatively with other staff and the Editor-in-Chief to cover compelling issues that enhance the overall quality of the printed paper, and fill gaps in the production cycle as needed, which may include helping with editing, pitching, taking photos, or creating social media content.
- Mentoring and helping recruit Martlet volunteers.
- Following up on stories, and posting story updates to the Martlet website or social media.
- Reviewing each story concept or first draft, and working with the Design Director to identify potential graphics.
- Being aware of and implementing the Martlet's fact-checking guidelines and conflict of interest policy.
- Attending meetings: training workshops, paper critiques, copyediting, and story meetings.
- Interviewing sources and representing the Martlet in the broader UVic community.
- Creating social media content based off of Martlet articles for the Martlet's social media.

QUALIFICATIONS:

- Strong writing, editing, and communication/interpersonal skills are essential
- Confident working independently, and willingness to learn from constructive criticism
- Ability to work under pressure and meet tight deadlines; reliability
- Familiarity with the UVic community and/or journalism basics is an asset
- Keen awareness of global and community issues is an asset

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

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>

WORK STUDY WAGE: \$16.50/hour (including 4% vacation pay)

HOURS AVAILABLE: 28

HOW TO APPLY: Please send a cover letter, resume, and 1-2 writing samples to Mary MacLeod at business@martlet.ca by 14 September 2022. Additionally, please drop off your work-study eligibility form as soon as possible to the Martlet office (room B011 of the SUB, 250-721-8359). Applicants are encouraged to apply early.