

The Etownian

POSTION DESCRIPTION

Job Title: Staff Writer

Report to: Page Editor

Objectives: To write articles as assigned by the Page Editor to whom the writer reports.

DUTIES AND RESPONSIBILITIES

1. Receive assignments from Page Editor
 - a. Page Editors will e-mail assignments by midnight on Wednesday.
 - b. Assignments will be clearly explained and have a deadline.
 - c. If the writer has questions about the story or deadline, (s)he will e-mail the Page Editor as soon as they arise. This will help to ensure that stories are completed on deadline.
2. Do research
 - a. Writers should plan for interviews as soon as they receive their assignments. This will help to ensure that they are able to schedule them on **Thursday or Friday**.
 - b. Writers should take good notes at each interview and make sure to get good quotes for inclusion in the story. This will help to increase the quality and accuracy of the articles in The Etownian.
 - c. Writers should use reliable sources for information. This will increase the accuracy of the articles in The Etownian.
3. Turn in stories on time
 - a. It is the writer's responsibility to make sure stories are e-mailed to the writer on time, usually by **5 p.m.** on the day of deadline.
 - b. If a writer will be unable to complete his or her assignment on time, (s)he should e-mail the Page Editor *as soon as possible* so that the Page Editor can decide whether the story will be acceptable late or needs to be reassigned.
4. Use proper AP Style, grammar, etc.
 - a. It is recommended that each Staff Writer purchase the AP Stylebook. This will help to reduce the number of errors that editors have to correct.
 - b. Staff Writers should make use of spelling and grammar checks.
 - c. Stories should have proper paragraph breaks for a news article.
5. Meet with Page Editor to receive feedback

- a. The only way for writers to improve is to see where they've gone wrong.
- b. To this end, writers will receive the corrections made to their stories by Page Editors, Copy Editors and Executives.
- c. Page Editors will make themselves available during office hours to turn back the corrections to the writers. *This meeting is mandatory.* If the writer cannot meet with the Page Editor during office hours, the writer must find another time to meet with the Page Editor.

REQUIREMENTS AND SPECIFICATIONS

A. Knowledge Required to Perform at Competent Level:

- 1. Firm grasp of AP style.
- 2. Exceptional quality of writing.
- 3. Good interviewing skills.
- 4. Good time management skills.

B. Consequence of Error:

- 1. Failure to complete assignments constitutes a gross lack of effort on the Writer's part and will lead to a delayed production schedule.
- 2. Failure to obtain interviews and information critical to the story could lead to a decreased quality of the articles in The Etownian.
- 3. Failure to meet with the Page Editor constitutes a gross lack of effort on the part of the Writer and could lead to decreased quality of work.
- 4. Possible separation of employment with The Etownian may result from lack of effort and responsibility on the Writer's part.

RELEASE

I, _____, understand that my writing, once submitted, will become property of The Etownian. I understand that my writing may be used in any and all forms desired by the editors of The Etownian and that I will receive proper credit for my work when it is published. Publication may include, but is not limited to print and electronic formats.

Writer: _____ Date: _____

Supervisor: _____ Date: _____