



Position Title: Part-Time Newsroom Assistant
Reports To: Media Advisor
Department: The Reporter/ Student Services
Prepared By/Date: Jennifer Brito/11-05-2010
Approved By/Date: Malou Harrison/07-11-2011
Revised: Donna French/07-11-2011

Job Code: 8104
Job Group: H1-NIE
Salary Grade: HI
FLSA Status: Exempt

Summary:

This position will assist the Media Adviser with the daily management of the Student newspaper.

Essential Duties and Responsibilities:

- Coaches and mentors student reporters on reporting and writing skills
- Coordinates and — at times — leads writing and reporting workshops
- Conducts outreach activities with local high schools for recruitment purposes
- Works with advertisements that run in the student newspapers at various high schools
- Attends staff training sessions and meetings
- Prepares administrative work, such as travel and internal paperwork
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Ability to travel between campuses
- Excellent interpersonal and communication skills (both verbal and written)
- Excellent organizational and multi-tasking skills
- Ability to work on multiple projects simultaneously and work well under limited time constraints
- Ability to work a flexible schedule that may include evening and weekend assignments
- Ability to work well in a multi-ethnic and multi-cultural environment with students, faculty and staff

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-Essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor's degree in Journalism and two (2) years of work experience

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name