



**GAUNTLET
PUBLICATIONS
SOCIETY**

Room 319 MacEwan Student Centre
2500 University Dr. NW
Calgary, AB, T2N 1N4

Voices Assistant

The Voices assistant will aid and report to the Voices Editor in managing the smooth operation of the Voices Section from September 16, 2021 to December 22, 2021. This timeframe of this position may be extended on the basis of performance in this role.

The following is tentative and subject to change, especially as the COVID-19 situation evolves:

Role Expectations

- The Voices assistant will be responsible for assisting the Voices Editor as directed with maintaining the section's weekly quota which is 2-4 stories a week.
- Assistants are expected to **write at least one article per week**.
- Meet once a week with the Voices Editor over Zoom to discuss the story lists and address any questions/concerns
- Expected to research, fact-check and update articles they are assigned to, as well as their own.
- Assist in 'breaking news' situations during which an interview must be conducted or an article must be written and published in a short time frame.
- Pitch stories to the Voices Editor for weekly story lists.

Communication Expectations

- Responsible for maintaining good communication over Slack
- Reserve emails to the Voices Editor for more serious/complex messages, if not meeting in person or via Zoom

Job Requirements

- Current undergraduate students at the University of Calgary will be given priority, but graduate students, new graduates (within one year), and non U of C alumni with experience will be considered.

- Skills:
 - Strong writing and grammatical abilities
 - Working knowledge of Canadian Press Style
 - An understanding of the unfolding socio-political climate on a day-to-day basis regarding relevant issues that matter to students on a local, national, and international level.
 - (i.e. women's rights, international students, cultural clubs, BLM, LGBTQA+, etc.)
 - Ability to work independently and cooperatively in a rapidly changing environment.

Compensation

- This 2021/2022 year will not include compensation.
- All volunteers can compete for a Yacowar Award scholarship.
- You will have a higher chance of receiving a scholarship if expectations are met.

Reports to: Voices Editor

Please submit a cover letter, resume, and a 300-word essay on ***why students should care about the clean drinking water crisis in Canadian Indigenous communities and its broader social implications*** via email to voices@thegauntlet.ca. If selected for an interview, applicants will be expected to complete a grammatical editing test to evaluate their candidacy for this role.

Deadline for applications is August 30th at 4 p.m.

If there are any questions/concerns about the presented information, please email at voices@thegauntlet.ca.