



**GAUNTLET  
PUBLICATIONS  
SOCIETY**

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

## **Opinions & Humour Assistant (2)**

The Opinions & Humour assistant is a volunteer position with higher responsibility, and will aid and report to the Opinions & Humour Editor in managing the smooth operation of the arts & science sections from June 6th to December 19th, 2022. This timeframe of this position may be extended on the basis of performance in this role.

The following is tentative and subject to change:

### **Role Expectations**

- The Opinions & Humour assistant will be responsible for assisting the Opinions & Humour Editor as directed with maintaining the sections' weekly quota of 4-6 stories a week.
- Contribute to the Opinions or Humour section by pitching a story once a week or as a bi-weekly columnist. This is a flexible requirement, so other combinations can be negotiated
- Meet bi-weekly with the Opinions & Humour Editor over Zoom to discuss the story lists and address any questions/concerns
- Keeping up to date with local artistic/cultural events and scientific news on a local, national and international level.
- Assist in editing/fact checking at least one article per week by making suggestions in the #readyforedits channel for Opinions and Humour section articles
- Responsible for maintaining good communication over Slack
- Reserve emails to the Opinions & Humour Editor for more serious/complex messages, if not via Zoom

### **Job Requirements**

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

- Skills:
  - Strong writing and grammatical abilities
  - Familiarity with Canadian Press Style
  - An understanding of your time commitment to your role weekly submissions
  - Awareness of events occurring on a local, national and international level
    - Interest is appreciated, however a willingness to learn about either section is also welcome
  - Ability to work independently and cooperatively in a rapidly changing environment.

### **Compensation**

- This 2022/2023 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: Opinions & Humour Editor

Please submit a resume and sample of related writing via email to [opinions@thegauntlet.ca](mailto:opinions@thegauntlet.ca). Selected applicants will be contacted for an interview.

**Deadline for applications is May 30th at 4 p.m.**

If there are any questions/concerns about the presented information, please email Ava at [opinions@thegauntlet.ca](mailto:opinions@thegauntlet.ca).