



**GAUNTLET
PUBLICATIONS
SOCIETY**

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

Opinions & Humour Assistant

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 Opinions and Humour sections from January 1 until April 30. This timeframe of this position may be extended on the basis of performance in this role.

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 events and 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

Skills

- 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
- 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 (Ava Zardynezhad)

Please submit a resume and sample of related writing via email to opinions@thegauntlet.ca. Selected applicants will be contacted for an interview. If there are any questions/concerns about the presented information, please email opinions@thegauntlet.ca