



**GAUNTLET  
PUBLICATIONS  
SOCIETY**

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

## **Voices Assistant (2)**

The Voices assistant roles are volunteer positions with higher responsibility, and will aid and report to the Voices Editor in managing the smooth operation of the Voices Section in the 2023-2024 academic year. The time frame 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 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.
- Pitch stories to the Voices Editor for weekly story lists.
- 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.

### **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

### **Additional 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
  - Working knowledge of Canadian Press Style
  - An understanding of your time commitment to your role weekly submissions
  - 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 2023-2024 year will **not include compensation**.

**Reports to:** Voices Editor

Please submit a resume and a resume and writing sample via email to [voices@thegauntlet.ca](mailto: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.

**Applications will be accepted on a rolling basis.**

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