



**GAUNTLET
PUBLICATIONS
SOCIETY**

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

News Assistants (2)

The news assistants will work alongside the news editors to help maintain and reach the weekly quota of the news section. They will be expected to help cover general events by the University of Calgary and assist in larger-scale events such as election coverages. One assistant will primarily be covering the Student Legislative Council and the other will be a general assistant, helping where needed. The contract will run from January 22, 2024 to April 15, 2024.

The following is tentative and subject to change:

1. General Role Expectations

- Assist the News Editors with reaching the weekly quota, which consists of 3-4 stories
- Contribute to the News Section by accepting stories given by News editors. Stories will include interviews, event previews, and event recaps
- Attend meetings with the News Editors once a week to discuss the story lists and address any questions/concerns
- Must come prepared to meetings with at least two story pitches
- Reading and understanding the *How to write for News Guide*
- Assist in making suggestions in the #readyforedits channel for the News section
- Staying in *constant* contact with the News Editors to ensure everything they are working on is on track

2. Specific Role Expectations

- **SLC Assistant**
 - i. Attend Student Legislative Council (SLC) meetings bi-weekly on Tuesdays at 6:30 p.m. (MST) in MS 280.
 - ii. Recap relevant aspects of the SLC meeting in a news article by Thursday

- iii. Communicate with the News Editors in advance in the case of not being able to attend an SLC meeting (excluding unforeseen circumstances)
- **General Assistant**
 - i. Must be working on one assigned story per week
 - ii. Must be willing and show the ability over time to successfully complete a wide range of news articles (ex. Interviews, event previews, recaps, breaking news)
 - iii. After trained, can set up and conduct interviews independently

3. 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
 - Experience with Canadian Press Style
 - An understanding of your time commitment to your role in weekly submissions
 - A strong dedication to the role and ability to grow within it

4. Communication

- Slack is the preferred method of communication with the News Editors
- Save emails for more complex/serious messages

5. Compensation

- This 2023/2024 year will **not include a compensation**
- All volunteers can compete for a Yacowar scholarship (\$500 in value)

Please send your resume and cover letter to news@thegauntlet.ca.