

## **News and Culture Positions:**

- Assistant Editor
- News Reporters
- Blog Content Contributors

# Assistant Editor

**Reports to:** News and Culture Director

## Position Requirements

- Coordinates with the News and Culture Director and sometimes various departments.
- Edits and submits blog posts for News and Culture and Community Relations.
- Responsible for Culture and sometimes News submissions for the department, ensuring accuracy and consistency in writing, editing, and proofreading.
- Writing for Mass Media (MC1313) experience is preferred.
- AP style knowledge is preferred.
- Flexible schedule, primarily remote.
- Performs other duties as assigned.
- Provide feedback to writers as needed.

## Skills:

- Ability to listen, write, and speak effectively.
- Ability to proofread written copy for AP style and PUG errors.
- Ability to learn new applications, such as WordPress.
- Highly motivated self-starter who takes initiatives with minimal supervision.
- Computer-literate performer.
- Ability to relate to your co-workers, inspire others to participate, and mitigate conflict with co-workers.
- Ability to plan, organize, and implement tasks within an allotted timeframe.
- Dependable, responsible contributor committed to excellence and success.

## Notation:

S = Supervisory Role

B = Blogger

C = Content Management

V = Volunteer Position

# Blog Content Contributor

**Reports to:** Assistant Editor/News and Culture Director

**Position Requirements:**

- Creates, writes, edits, and submits unique blog posts as assigned.
- Creates posts and articles that reflect KTSW's brand.
- Responsible for Culture submissions for the department, ensuring accuracy, and consistency in writing.
- Flexible schedule, primarily remote except for going to events for coverage.
- Write or willingness to learn to write in AP style.
- Adobe Audition knowledge or audio editing skills preferred.
- Performs other duties as assigned.

**Skills:**

- Ability to listen, write, and speak effectively.
- Highly motivated self-starter who takes initiative with minimal supervision.
- Computer-literate performer.
- Ability to relate to your co-workers, inspire others to participate, and mitigate conflict with co-workers.
- Ability to plan and organize and implement tasks within an allotted timeframe.
- Dependable, responsible contributor committed to excellence and success.

**Notation:**

B = Blogger

V = Volunteer Position

## **News Reporter**

**Reports to:** News and Culture Director/Assistant Editor

**Position Requirements:**

- Creates, writes, edits, and submits unique blog posts as assigned.
- Creates posts and articles that reflect KTSW's brand.
- Responsible for News submissions for the department, ensuring accuracy and consistency in writing.
- AP Style Knowledge preferred.
- Adobe Audition knowledge or audio editing skills preferred.
- Experience in newswriting, whether in classes or organizations, is preferred.
- Flexible schedule, primarily remote unless needed.
- Write or willingness to write in AP style.
- Performs other duties as assigned.

**Skills:**

- Excels in interviewing and gathering sources.
- Ability to listen, write, and speak effectively.
- Highly motivated self-starter who takes initiative with minimal supervision.
- Computer-literate performer.
- Audio editing or willingness to learn audio editing.
- Ability to relate to your co-workers, inspire others to participate, and mitigate conflict with co-workers.
- Ability to plan, organize, and implement tasks within an allotted timeframe.
- Dependable, responsible contributor committed to excellence and success.
- Ability to work in a fast-paced environment.

**Notation:**

B = Blogger

V = Volunteer Position