

approved

## **STUDENT LABOR POSITION DESCRIPTION**

### **Chimes**

Most Recently Updated 03/05/99

Position Title: Writer  
Must work 5 hrs/wk.

**I. Grade Level: 3**

**II. Description:**

**A.** The following are the essential duties for the Writer on Chimes:

1. Supervises the copy production of the yearbook; The Writer is made aware of every story that is needed in the yearbook, and makes suggestions to staff about writing those stories.
2. Writes stories that the Editor and Associate Editor assign
3. Proofs the writings of other staff on specific sections
4. Performs other job-related duties as assigned

**B.** The following are *possible additional* duties for this position:

1. Assists with clerical duties
2. See that the workplace and environs are clean

**III. Learning Opportunities:**

- A.** Develop the attributes appropriate to Grade 3 positions: an understanding of the importance of initiative; awareness of job-related needs; ability to identify problems; analytical ability; problem-solving ability; and an understanding of the role of standards and leaders.
- B.** Computer programs
- C.** Writing skills
- D.** Interpersonal skills through working with diverse groups on campus

**IV. Basic Qualifications**

- A.** General: Good English and grammar skills, attention to style and content
- B.** Skill: Previous experience in writing with a yearbook or newspaper at the high school and/or college level; firm experience with the computer desktop publishing
- C.** Physical: NA
- D.** Academic: Good standing

**V. Desirable Qualifications:**

- A.** Patience with design and the ability to produce error free copy

- B.** Word processing experience
- C.** Organized and professional
- D.** Communicates well (interviews, staff relations)

**VI. Narrative Summary:**

Student supervised production of the yearbook and was aware of every story in the publication. Student wrote the stories assigned by the Editor and/or the Associate Editor. Student also performed additional duties as needed.