

approved

## **STUDENT LABOR POSITION DESCRIPTION**

### **Pinnacle**

Most Recently Updated 03/05/99

Position Title:           Newswriter  
                          Must work 10 hrs/wk.

**I.       Grade Level: 4**

**II.      Description:**

**A.** The following are the essential duties for news writers on The Pinnacle:

1. Attends weekly staff meeting, has four to five designated office hours per week
2. Visits the office daily for messages and tasks that need immediate attention
3. Writes at least three to four stories for each Pinnacle issue
4. Requests any necessary photography
5. Is responsible for lay-out and must remain on duty until the paper is completed
6. Is responsible for any athletic events that need coverage
7. Performs other job-related duties as assigned

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

1. See that the workplace and environs are clean

**III.     Learning Opportunities:**

- A.** Develop the attributes appropriate to Grade 4 positions: an understanding of relations between individuals, institutions, and processes; comprehension of job-related values, realities, and goals; a commitment to service; and the ability to articulate and interpret observations, experiences, and understanding.
- B.** Improved journalistic skills
- C.** Improved organizational and time management skills
- D.** Interpersonal skills through working with diverse groups

**IV.     Basic Qualifications**

- A.** General: Journalistic or writing skills
- B.** Skill: Organizational and time management
- C.** Physical: NA
- D.** Academic: Good standing

**V.      Desirable Qualifications:**

- A.** Initiative
- B.** Professionalism

C. Knowledge of computers

**VI. Narrative Summary:**

Student wrote three to four stories a week and requested the accompanying photographs. Student was also responsible for lay-out and coverage of athletic events in addition to performing additional tasks as needed.