

## STUDENT LABOR POSITION DESCRIPTION

**Department:** The Pinnacle

**Position Title:** 0-4 Writer

**I. Grade Level:**

**II. Description:**

- a. The following are the essential duties for an ad sales person/designer in the Department:
  - i. Attend weekly staff meeting.
  - ii. Complete assignments by deadline.
  - iii. Exhibit positive attitude.
  - iv. Willing to give and receive constructive criticism.
  - v. Contribute story ideas.
  - vi. Work a weekly office hour.
- b. The following are *possible additional* duties for this position:
  - i. Assist with layout.
  - ii. Take photos.
  - iii. Distribute newspaper to community.
  - iv. Provide ideas for Pinnacle development.
  - v. Help keep the office clean.

**III. Learning Opportunities:**

- a. Develop writing skills.
- b. Develop interpersonal skills.
- c. Learn basic office skills.
- d. Become proficient with computers.
- e. Community involvement.

**IV. Basic Qualifications:**

- a. General: positive team attitude and availability.
- b. Skill: strong writing.
- c. Physical: none.
- d. Academic: C or better.

**V. Desirable Qualifications:**

- a. Journalism experience.
- b. Interest in journalism as a career.
- c. Excellent communication skills.

**VI. Narrative Summary:**

The 0-4 news writer must have time available to cover necessary events and write articles. Must be self-motivated and willing to work hard to see results.