

# CALS Student eNewsletter Journalism Intern (Feature Journalist)

College of Agricultural and Life Sciences

**Open for Recruitment:** 2012-2013 Academic Year

**Compensation:** 2 credits/semester

**Location:** CALS Academic Programs Office (Ag Science Room 65)

**Materials Required:** Resume

**Application Procedure:** To be considered, applicants must submit a current resume by email to [shishonat@uidaho.edu](mailto:shishonat@uidaho.edu).

**Major Function:** This position will research and write articles for the CALS Student eNewsletter during the 2012-2013 Academic Year. This position reports to the Administrative Assistant to CALS Academic Programs and works closely with the Academic Programs staff and all the departments in the College of Agricultural and Life Sciences.

**Responsibilities:** (% of time)

Writing Content for Newsletters: (60%)

- Research and write at least one article per week to be included in newsletter.
- Functioning as the Feature Journalist for the development and implementation of the CALS Student eNewsletter - Monitor weekly submissions, reviewing and selecting possible story pieces for further research and development.
- Working with direction by the Academic Programs Administrative Assistant to create a calendar for the semester, utilizing planning for projected feature articles.
- Attend CALS events for feature stories, taking pictures and conducting interviews as needed.
- Correspond with CALS departments for feature stories, taking pictures and conducting interviews as needed.

Helping to plan, organize, and coordinate the CALS e-Newsletters: (25%)

- Attend SiteCore training as needed.
- Assist the CALS Student eNewsletter Feature Editor with website creation and management as needed.
- Work with the AgSAC (Agricultural Student Affairs Council) Reporters to include articles on CALS clubs.
- Attend bi-weekly AgSAC meetings to advertise the newsletter and stay tuned in to what is happening with student clubs.
- Work closely with the Academic Programs Administrative Assistant with other duties as they arise.
- Promote teamwork and cooperation.

Contributes to team effort by: (5%)

- Support Academic Programs staff with day-to-day administrative tasks like: filing, copying, and answering telephones.
- Performing other tasks and special projects as assigned
- Contributing to a pleasant and safe work environment and maintaining a professional manner
- Communicating frequently to the Administrative Assistant concerning work priorities
- Helping with large projects in the Academic Programs Office

Program Evaluation: (5%)

- Attend an Academic Programs Staff Meeting once a month to report on the newsletter – strengths, weaknesses, plans, outcomes.
- Submit a 2 page report at the end of each semester outlining skills acquired for this position; suggestions made to make the newsletter or internship better; what additions or cuts were made to the newsletter; ideas for future newsletters; etc.