

## **Staff Writer**

### **a. General**

#### **Duties:**

- writing at least one to two stories for each issue
- covering stories as assigned by the Editor-in-Chief
- remaining abreast of news on campus and notifying the Editor-in-Chief of events and issues when appropriate
- gathering and generating story ideas by discussing the issues facing students and the University, in collaboration with the section heads as necessary
- participating in weekly Editorial Staff meetings
- assisting Editor-in-Chief, with fundraising, event planning and other events for the promotion of the Sheaf, in co-operation with the Outreach Director.
- maintaining an office presence
- working in improve writing skills for all section throughout the year
- continually training by reading newspapers, magazines and online publications and attending workshops and conferences
- upholding the reputation of the Sheaf while carrying out all activities

### **b. Recruitment and**

#### **Training:**

- recruiting volunteers to assist with the publication of the newspaper
- training the following year's staff writer in April

