2015-16 Work-Study Job Description Form

University of the Incarnate Word

Department: Logos student newspaper – a division of Student Media/Department of Communication Arts.

Location: Administration Building (AD 277-281)

Supervisor: Michael L. Mercer

Supervisor Phone: (210) 829-6069

Supervisor e-mail address: mercer@uiwtx.edu

Supervisor Office: AD 211

Job Title: Logos work-study (Writer, photographer, designer, webmaster, clerical, etc.)

Estimated Hourly Pay Rate: $7.25 (minimum wage)

General Job Description/Qualifications:

1. Cover campus assignments.
2. Write stories.
3. Take photographs.
4. Lay out pages
5. Monitor telephone (answer, take messages, etc.).
7. Distribute newspapers.
8. Promote newspaper.
10. Other duties as assigned by Logos student editors and/or adviser (supervisor)

Preference given to students with previous high school or community college (transfer) journalistic experience (newspaper, yearbook, magazine, anthology, broadcasting class, website, etc.) or potential to learn. Candidates should submit a cover letter stating interest in the job that highlights past accomplishments and potential for future success; resume; and work samples (stories, photographs, page designs, etc.)

Specific Skills Required: Strong interpersonal skills. Basic grammar skills. Good speller.

Due to the nature of the job, confidentiality is a must!