



Associated Students of Western Washington University
AS Publicity Center AS Review
AS Review Writer (hourly)

About the Position

The AS Review serves as a hub of information about Associated Students (AS) events, and as a source for AS - related news and other issues of student concern. The AS Review is comprised of a news section, which seeks to provide timely coverage of issues that are relevant to Western students; a calendar highlighting upcoming events on and off campus; articles both reviewing and previewing these events; and an editorials and opinions section featuring AS club and students submissions, as well as staff editorials. The AS Review Writer is responsible for the timely completion of stories assigned by the AS Review Editor.

About the Department

The AS Publicity Center (PC) provides promotional services such as graphic design, printing, reproduction, media coordination, distribution, photography, and coverage in The AS Review to students, student organizations, and some campus departments. The AS Review a weekly alternative publication that provides coverage of student government, Associated Students offices and clubs, arts and entertainment, student life and other areas of life at Western. The Review seeks to enhance the student experience by shedding light on under-represented issues through inclusive coverage, informing readers and promoting dialogue

Term of Position

Position begins after a qualified student is interviewed, selected and submits their employment paper work to the AS Personnel Office. The term of position will generally begin at the start of Fall quarter and end the Friday of finals week the following Spring quarter. Position holder is required to attend any trainings or orientations as required by the office coordinators or Director. Position may begin later in the year. The position requires an average of ten (10) to fifteen (15) hours per week, and no more than sixty (60) hours per month.

AS Employment Qualifications

- Maintain a minimum credit load throughout term of position of 6 credits for undergraduates and 4 credits for graduates.
- Maintain a minimum of a 2.00 cumulative grade point average.
- Ability to complete the entire term of the position.

Preferred Qualifications

- Working knowledge and interest in journalism and newspaper production.
- Ability to communicate and work effectively with a wide variety of people.
- General knowledge of the AS, its functions, branches and programs.
- Ability to work collaboratively with multiple people and organizations.
- Responsiveness to deadline pressure, time management skills, flexibility of personal schedule.
- Ability to write clear and concise news or feature articles.

AS Employment Responsibilities

- Serve the membership of the Associated Students in a professional and ethical manner by:
 - o Being familiar with and upholding the AS Charter, all WWU policies, and all AS policies including the Employment Policy, Code of Conduct, and Program Standards,
 - o Being knowledgeable of the AS organization and its general operations.
- Ensure the continuity and legacy of this position by:
 - o Working with supervisor and Personnel Director to revise and update position job description.

Position Responsibilities

- Research, write and submit articles as assigned by the AS Review Editor in a manner that is timely and in agreement with acceptable journalistic style.
- Keep accurate track of work hours on office timesheets and submits them on time.
- Discuss story ideas and make progress reports on articles to the AS Review Editor.
- Attend staff meetings and training as called by the Review Editor and/or the PublicityCenter
Coordinator.
- Maintain office hours as determined by the AS Review Editor.
- Generate ideas for improving and furthering the position.
- Work with your direct supervisor to complete the hourly evaluation process as outlined bythe
Personnel Director.
- Perform other duties as assigned.

Wage

This position will receive a Program Support Staff 2 wage, which is approximately \$9.47 per hour.

Reportage

This position reports directly to the AS Productions Logistics & Volunteer Coordinator.

**This job description is subject to change in accordance with the AS Employment Policy.
The Associated Students is an Equal Opportunity Employer. Revised 9-18-2009**