**Staff Reporter**
*The Tacoma Ledger,* UW Tacoma Student Newspaper

Hourly Pay: $11.00, Start Date: ASAP
Employment Period: February 2016 - Ends: June 2017
Application Closes: February 10th, 2016

Staff writers are responsible for reporting news in an accurate, timely and prudent manner, in accordance with the principals and ethics outlines in the Ledger manual.

**Duties and responsibilities include:**

•If assigned a beat, the reporter must be able to create and maintain reliable sources from within his/her beat.

•At least one story, approved for print by the supervising editor, must be written each issue.

•Attend all student organization meetings pertinent to his/her beat.

•Whenever possible, provide photos or art to accompany the story. If not, coordinate with their Section Editor, Photo Editor, and/or Layout Manager to assign a photographer to the story, and provide contact information to the photographer.

•Develop story ideas.

•Attend all staff meetings unless excused.

•Represent the Ledger in an ethical and responsible manner.

•Communicate with their respective Section Editor at all times.

•Meet assigned deadlines.

**Who can apply?**

Any current UWT student who plans to attend during the full 2016-2017 school year can apply to work at the Ledger. Previous experience working at a student publication is great, but not necessary. A minimum GPA of 2.5 is required to be considered -- and that GPA must be maintained throughout the term of employment.

We are primarily looking for News writers at the moment, but positions may be available in Opinion and Arts & Entertainment.

**What's the time commitment and pay?**

Staff reporters work an average of 10-12 hours/week; the maximum number of hours per week for student employees is 19.5 hours. Pay is $11.00 per hour and hours will vary throughout the quarter depending on assignments and length of articles. This is a student leadership position, which means you are also required to lead, support and connect students to campus opportunities that build our campus culture. As a Student Leader you will be required to attend a 2-hour training each quarter and the student leader retreat in September.
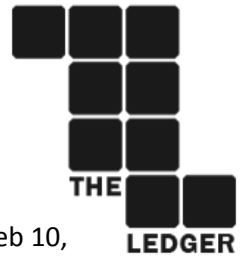
**To Apply**

Send a cover letter, resume and attached employment form to hansen7@uw.edu no later than Feb 10, 2016 with the job title in the subject line of the email. Select applicants will be invited to interview with the Student Publications Committee.

**Basic Skills/Qualifications**

- •Ability to adapt and learn in a fast-paced environment.

- •Strong written and verbal communication skills

- •Excellent teamwork and collaboration skills

**Preferred Skills/Qualifications (not required)**

- •Previous journalism experience or classwork

# UW Tacoma | Division of Student and Enrollment Services
The Tacoma Ledger Advertising Manager Application

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|---|---|---|---|---|---|
| Name | | | | Student ID# | |
| Address | | | | Phone (Home) | |
| City | | Zip | | Phone (Cell) | |
| UW Email | | | | | |
| Previous School | | | | | |
| Academic Program | | | | | |
| Projected Graduation | | | | Cumulative GPA | |

Are you eligible for work-study?  **YES** or **NO**

## PART II: Resume

**Please provide a resume of work experience, relevant class work, leadership and volunteer service, and other related experience.**  Specifically, we are looking for leadership potential, transferable skills, and any experience that you believe would help you succeed in a leadership position.  The resume should list at least two (2) references. **For resume assistance, please visit Career Services MAT 106, or call (253) 692-4421 to make an appointment.**

## PART III: Signature

I certify that all answers given by me to the questions in this application are true and complete.  I understand the falsification, omission, or misrepresentation of fact on this application may be cause for denial of employment or immediate termination of employment if hired, regardless of how discovered.

**Please note that by signing below, you also give permission for access to your educational records including GPA, class schedules, and conduct records.  These will be used for verification purposes only and will only be shared as appropriate.**

_____
Applicant Name (Print)                           Applicant Signature                           Date