

# STAFF CORRESPONDENT

## APPLICATION AND APPOINTMENT

Applications for the position of staff correspondent can be submitted any time to the student media coordinator. Applications are evaluated and ranked by the executive editor and student media coordinator. Appointments are announced on June 1, August 15, October 15, January 1 and March 1.

## QUALIFICATIONS

- A. Must be a full-time student with a cumulative grade point average of at least 2.2 unless waived by the student media coordinator.
- B. Must be enrolled for a minimum of nine hours.
- C. Must possess good citizenship and have a commitment as well as a healthy respect for upholding university policy regarding student media, which protects a free and responsible press.

## TERM

The staff correspondent will serve for one semester. If he/she is interested in upward mobility as a staff reporter/writer, he/she must reapply.

## RESPONSIBILITIES

The staff correspondent is an entry-level position for any student who is interested in and a first step to becoming a reporter and writer.

### **The staff correspondent will:**

- A. Attend all staff meetings.
- B. Write at least two stories per week.
- C. Observe all publication deadlines.
- D. Meet with writing coach to receive direction for stories.
- E. Follow the recommended procedures for standard reporting and writing.
- F. Ensure newspaper identity and integrity by adhering to consistent style.
- G. Accept story assignments.
- H. Talk to as many sources as possible before writing.
- I. Attend all workshops and classes as deemed necessary by the executive editor.
- J. Meet with the section editor at least once per week.
- K. Send all stories up electronically to copy editor.
- L. Accept responsibility for any other duties as assigned by the section editor.