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|  | JOB DESCRIPTIONPart Time Staff |

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| **Position Title:** | ***The Silhouette* Opinions Editor** |
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| **Term of Office:** | September 1 to April 30 |
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| **Supervisor:** | *The Silhouette* Editor-in-Chief  |
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| **Remuneration:** | C4 |
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| **Hours of Work:** | 10-12 hours per week |

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| **General Scope of Duties** |
| The Opinions Editor assigns stories and columns to volunteers, writes stories and columns, makes photo requests, recruits volunteers, maintains amicable contact with, community representatives, MSU services and campus clubs, edits content for the Opinions section of the Silhouette without altering opinions of writers. |

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| **Major Duties and Responsibilities** |
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| **Category** | **Percent** | **Specifics** |
| Supervisory Function  | 10% | * Supervise volunteer contributors
* Ensure frequent submissions to paper and that submissions remain within set guidelines
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| Public Relations Function | 15% | * Solicit and respond to letters from on and off campus readers, maintaining relations under the supervision of the Editor-in-Chief
* Maintain communication with on and off campus services, clubs, and organizations for the purpose of frequent Opinions columns dealing with on campus organizations at McMaster and surrounding area
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| Editing Function | 25% | * Ensure stories are accurate, coherent, balanced, grammatical, and otherwise well written
* Communicate with production staff to ensure submissions are laid out properly on the page
* Counsel volunteer writers on their submissions
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| Layout Function | 25% | * Layout of 3-5 pages of the Opinions section
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| Writing Function | 20% | * Writing a weekly column for the Opinions section, and producing additional content to fill section when necessary
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| Communications Function | 5% | * Make departmental reports to Managing and Editor-in-Chief in weekly meetings
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| **Knowledge, Skills and Abilities** |
| * Able to write grammatically correct sentences and coherent stories in accordance with Canadian Press style
* Assertive and clear communication ability to reach contacts and ascertain correct facts
* Personal skills required to work with colleagues, volunteers, and the public
* Able to use Adobe InDesign, Word, Wordpress (training provided)
* Organizational and time management skills required
* Editing ability
* Public relations skills with pleasant disposition
* Knowledge of Media Law
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| **Effort & Responsibility** |
| * Attention to detail to maintain accuracy and balance
* Persistence to get the right information from contacts
* Approach subjects as layperson in order to get the appropriate information from contacts and provide an objective and clear account
* Responsible adherence to MSU OPERATING POLICY – THE SILHOUETTE
* Effort required to maintain thought during long hours
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| **Working Conditions** |
| * Silhouette office (open office with many computer terminals and a lounge)
* Time demands may exceed stated hours of work
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| **Training and Experience** |
| * Journalism experience (previous experience with the Silhouette an asset)
* Computer training needed before September
* Rudimentary knowledge of media
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| **Equipment** |
| * Computer equipment to perform layout and writing responsibilities
* Recording devices for interviewing and transcribing
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