**H&SS Themed-Floor Housing Newsletter**

**Assistant Editor Internship**

**POSITION SUMMARY**

The H&SS Themed-Floor Housing Newsletter Assistant Editor position is an unpaid internship opportunity to work closely with the H&SS Assistant Dean for Student Affairs and their Graduate Student Assistant, the H&SS Housing Liaison, as well as the Resident Advisor, while gaining valuable professional experience. Key responsibilities include writing a 600-650 word monthly column, conducting a short interview with the H&SS Student Spotlight recipient in order to compose a 300-360 word monthly article about the student, as well as assisting the Graduate Assistant with grammatical and aesthetic edits throughout the monthly newsletter.

**TIME COMMITMENT**

This leadership position is an unpaid internship that will require 5-10 hours per week. The Assistant Editor must be available for the monthly floor meetings, themed-floor events, and they must be available to meet with the HSS Housing Graduate Student Assistant biweekly (Time and Location: TBD). The hours are flexible, and the Graduate Student Assistant will work with the position to schedule convenient meeting days and times.

**ESSENTIAL FUNCTIONS**

- Compose a 600-650 word monthly column from September 2018 – May 2019
- Contribute to the selection of the monthly Student Spotlight recipient
- Conduct a 10-30 minute private interview with the Student Spotlight recipient
- Compose a 300-360 word article for each Student Spotlight from September 2018 - May 2019
- As Assistant Editor to the newsletter, the incumbent will assist the Graduate Student Assistant in editing grammatical and aesthetic errors throughout the entirety of the newsletter
- Biweekly meetings with the Graduate Student Assistant

**MINIMUM QUALIFICATIONS**

- Must be interested in writing and editing
- Has exceptional verbal and written communication skills
- H&SS Themed-Floor Resident

**SUCCESSFUL APPLICANTS WILL POSSESS THE FOLLOWING TRAITS**

- Keep interest in being challenged, willingness to learn and manage short and long term writing/creative projects
- Ability to maintain confidentiality and assist with situations that may require discretion
- Ability to work independently and take initiative; possesses leadership qualities
- Ability to brainstorm program and project ideas with the Graduate Student Assistant for the H&SS Assistant Dean of Student Affairs

**HOW TO APPLY**

Interested applicants, please visit [http://fullerton.qualtrics.com/jfe/form/SV_6rrqcWrbCqAMlap](http://fullerton.qualtrics.com/jfe/form/SV_6rrqcWrbCqAMlap) to apply for this leadership position by Sunday, September 2nd at 5 p.m. If you have any questions or concerns, you can email hsshousing@fullerton.edu. Good luck!