

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 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!