

CAREER DEVELOPMENT AND EMPLOYMENT CENTRE

2012-2013 Fall Winter Work Study Program

Employer Information

Contact Person First Name:	Hamza	Contact Person Last Name:	Khan
Department:	OVPS, Student Community Life	Faculty:	None
Fax No.:		Room No.:	JOR-04
Extension:	2128	Email:	hamza.khan@ryerson.ca

Job Information

Internship Job Title:	Blogger
Maximum Hours per week (no overtime):	15.00
Number of Positions:	1
Hourly Rate of Pay:	\$10.50
Start Date:	Sep-10-2012
End Date:	Mar-22-2013

Position Characteristics:

Was this job created for the Work Study Program? Yes

Does this position provide the student with experiential learning opportunities? Yes

Is this position for assisting with class/curriculum preparation, marking teaching assistant responsibilities? No

Does this position replace or subsidize an existing position? No

Is this an Academic Research Assistant position? No

Job Responsibilities And Duties:

RESPONSIBILITIES

The Student Life Promotions Team will be a group of students that are passionate about being at Ryerson and want to make a significant contribution to the creation of a vibrant campus community. The focus of the team's work will be to raise the profile of events and activities taking place in the Ryerson community so all students have an opportunity to become connected and engaged.

DUTIES INCLUDE:

- Collects and analyzes information about newsworthy events to write for publication
 - Receives assignment or evaluates news leads and news tips to develop story idea
 - Gathers and verifies factual information regarding story through interview, observation, and research
 - Organizes material, determines emphasis, and writes stories
 - Work with other team members to determine the content of blogs and articles
 - Maintain online article, blog postings and comments using Wordpress
 - Work with photographer to choose appropriate photos to pair with articles
 - Minimum 2 blog posts per week
-

Skills Required:

Fundamental:	Good oral communication Good written communication Problem solving and thinking Managing Information Research and use of numbers Knowledge of computer software	Personal Management Skills:	Positive attitude and behaviours Task initiative Goal setting Time management Being responsible and accountable
--------------	--	-----------------------------	---

Teamwork Skills: Contribute to team goals
Respect differences
Work well with others
Participate in projects and tasks

Technical/Software Knowledge:

- Have training & experience in journalism that will allow the candidate to fulfill the duties of the position
- Experience with online journalism and/or blogging is an asset
- Must be able to demonstrate how their work would contribute to the develop of a vibrant campus community
- Have experience in relevant software such as web browsing, blogging, research tools, word processing

Skill Development Opportunities:

- Develop research/ writing/communication/technical skills, etc.
- Develop presentation / facilitation skills
- Learn to prioritize and manage multiple tasks
- Gain experience working as part of a team

Student Application Materials Required:

Resume: Yes

Cover Letter: No

Portfolio: Yes

Transcript: No

References: No

Language(s): No

Other: No

Method Of Student Application:

Email: Yes

Fax: No

Telephone: Yes

In Person: No

Mail: No

We appreciate your interest in this position, however, only the candidates selected for an interview will be contacted.

Approval

Manager/ Director/ Chair: Lesley D'Souza

Email: lesleyd@gwemail.ryerson.ca