

Associated Students, CSULB Position Description

Position Title:	Magazine Staff Writing Virtual Internship
Division:	Student media
Department:	ASI Student Media, 22 West Magazine
Reports To:	Student Media Coordinator
Compensation:	Non-paid Volunteer
Duration:	Semester-by-Semester Basis

GENERAL STATEMENT

Under the supervision of the Student Media Coordinator, Faculty Advisor and the Editor In Chief, the intern will write essays, columns, interviews, short fiction, or feature articles. Using virtual and/or remote access, will interface with 22 West Magazine staff and volunteers, participate in pitch meetings, and be present on a consistent schedule. Along with writing, interns are given the opportunity to learn other aspects of magazine creation such as copy editing, page design, and online publishing. Student Media Interns are expected to produce professional content under all appropriate the Associated Press style guidelines.

Following remote production COVID 19 risk prevention guidelines ESSENTIAL DUTIES AND RESPONSIBILITIES include the following...

1. Write a minimum of two articles per month, at least 400 words each.
2. Actively participate on the 22 West Magazine team, to include online pitch meetings, staff meetings, and trainings.
3. Maintain and be available during regular hours posted, 100 hours per semester required. Must be prepared for work during posted hours, communicating any time or shifts changes in a timely manner.
4. Working with the production team to acquire a working knowledge of 22 West Magazine processes and publication workflow
5. Participate with the 22 West Media "Street Team" to represent its programs, content, shows and segments.
6. Complete all internship assessment and trainings as assigned.
7. Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience

Current enrollment with 6 units and above 2.5 GPA. Open to all majors, Communication Arts, Electronic Arts or Journalism preferred. 100 hours per semester is required. Academic credit is available.

Knowledge and Abilities

Successful candidate will possess knowledge of journalism ethics and media/web production, as well as the ability to connect well with students. Must be willing to work with an ethnically and culturally diverse group of student staff and volunteers. Exceptional organizational and communication skills, dependability and punctuality are a must. Must possess enhanced leadership skills and be able to work in a diverse environment.

Other Qualifications

This applicant must be available to work evenings and weekends during the academic year. Ability to interpret and carry out assigned tasks in a timely manner. Employee must have a strong collaborative skills, be adaptable to last-minute changes and have the ability to work effectively with a wide variety of people and personalities.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to sit at a desk or computer workstation and use hands and fingers to key data, sort documents, and file paperwork. The employee is frequently required to stand and be able to talk or hear in interactions with others. The employee is occasionally required to walk to other offices within the building and around the campus. The employee must be able to lift and/or move up to 45 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those that must be met by an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

I acknowledge receipt of the foregoing Position Description and understand that I am accountable for the performance of the Essential Duties and Responsibilities contained therein.

Employee's Signature _____ Date _____

I acknowledge receipt of the foregoing Position Description and approve it as an accurate representation of the Essential Duties and Responsibilities of the position, as well as its Minimum Qualifications, Physical Demands and Work Environment.

Supervisor's Signature _____ Date _____