

Associated Students, CSULB Position Description

Position Title:	Journalism Internship
Division:	Associated Students
Department:	ASI Student Media –22 West Radio, Video & Magazine
Reports To:	Student Media Coordinator
Compensation:	Unpaid Volunteer
Duration:	Semester-by-Semester Basis

GENERAL STATEMENT

Under the supervision of the Student Media Coordinator the Journalism Intern will assist with each area of Student Media as needed. Responsibilities include producing a weekly content for Student Media production and website. Student Media Interns are expected to produce professional content under all appropriate FCC regulations and the Associated Press style guidelines.

ESSENTIAL DUTIES AND RESPONSIBILITIES *include the following. Other duties may be assigned.*

1. Research and prepare written and electronic data for on air presentation, six individual segments (1:00) must air during the internship.
2. Where available, tailor content to multiple platforms; Radio, television, print, blog and social media
3. Write a minimum of two articles per semester for magazine, at least 400 words each, OR assist in the creation of a four-segment podcast series, from concept to publication, or organize and lead a video crew on a project to create content for a social media story, meeting assigned deadlines.
4. Participate with the 22 West Media “Street Team” to represent its programs, content, shows and Segments via our tabling events.
5. Assist the Student Media marketing personnel with identifying subjects, drafting copy and coordinating efforts for a company newsletter for the publicity of Student Media activities and acknowledgments.
6. Attend staff meetings, trainings, and events
7. Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience

Current enrollment in Communication Arts, Electronic Arts or Journalism required. Class credit for 100 hours 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 skill, 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 frequently is 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 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 _____

