UNIVERSITY OF SOUTHERN CALIFORNIA

Staff Writer (Journalist)

Job Code: 129019

Grade: H
OT Eligible: Yes
Comp Approval: 1/31/2005

JOB SUMMARY:
Reports and writes news articles and/or feature stories for assigned University periodical(s) and/or other University publications. Provides editorial assistance, as assigned.

JOB ACCOUNTABILITIES:
*E/M/NA % TIME

______ Covers assigned news beat. Collects and analyzes information about people and events of newsworthy interest. Evaluates leads and news tips to develop story ideas. Pitches ideas to editors.

______ Gathers and verifies information through interviews, observation and research. Schedules appointments, as needed.

______ Organizes material and writes stories according to assigned length and prescribed University editorial style and format standards.

______ Provides editorial assistance. May include proofreading, editing copy, checking facts, rewriting, composing captions and headlines, etc.

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential: □ No
□ Yes In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:
Bachelor's Degree
Combined experience/education as substitute for minimum education

Minimum Experience:
3 Years

Minimum Field of Expertise:
Demonstrated news and feature writing ability. Professional writing experience with newspaper, magazine or in public information office, or equivalent experience as published freelance writer.

**Preferred Field of Expertise:**

Experience in a college or university setting, with specialized background in assigned area of journalistic interest.

**Skills: Administrative:**

- Communicate with others to gather information
- Gather data
- Prioritize different projects
- Research information
- Schedule appointments
- Use database and/or word processing software

**Skills: Other:**

- Creative writing and editing
- Interviewing
- Networking
- Organization

**Skills: Machine:**

- Computer Network (Department or School)
- Computer Network (University)
- Computer Peripheral Equipment
- Fax
- Personal Computer
- Photocopier
- Typewriter
- Word Processor

**Supervises: Level:**

May oversee student, temporary and/or casual workers.

**Comments:**

This position requires tact and sensitivity, the ability to write quickly and accurately and the ability to work under deadline pressure.

**SIGNATURES:**

Employee: ___________________________ Date: ___________________________

Supervisor: ___________________________ Date: ___________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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