News Bureau Graduate Assistant  
2015 Fall Semester

Qualifications
- Bachelor’s degree in journalism, mass communication, marketing or English preferred
- Outstanding Writing Skills, Newspaper or News Writing Experience Preferred
- Minimum 2.7 Undergraduate G.P.A.
- Proficient with WordPress and Microsoft Office technology, Associated Press style
- Excellent Communication Skills (written and verbal)
- Strong Work Ethic and Attention to Detail

Position
- 20 Hours per Week
- Tuition and Fees Waived for up to 24 hours of graduate coursework annually
- Stipend

Duties
- Contributor to new brand messaging; proactive member of news gathering team
- Write news and feature stories, develop Web content for use online, in print, and for distribution to regional media and in social media; Use Merit platform to distribute hometown news releases
- Compile and write Southeast Newswire employee newsletter
- Provide editing services
- Update news content on University website; maintain Faculty/Staff Notables Web page
- Write “Spotlights” on students and alumni for the University’s website.

Send Resume, Three Writing Samples and References to:
Ann Hayes, News Bureau Director, News Bureau, MS 7350, Southeast Missouri State University, One University Plaza, Cape Girardeau, Missouri, 63701 or ahayes@semo.edu, (573) 651-2552