

News reporter

Reporters at The Shorthorn develop story ideas based on news of interest to The Shorthorn's readership, specifically the UTA community. All reporters cover a beat, or area of campus, and develop and maintain working relationships with students, faculty and staff in those beats. Reporters begin as Staff Reporters and are required to write at least two stories per week, as well as work one "General Assignment" day as scheduled by the News Editor.

Specific responsibilities include:

- Find story ideas. Reporters must develop at least four specific, focused and timely story ideas each week. Most should come from your beat(s). At least one should be a feature.
- Report and write at least two stories per week.
- Develop beat reporting skills – beat reports for editors, develop a broad network of stories and sources, contribute to briefs and calendar.
- With editor, determine schedule of weekly "General Assignment" day.
- Keep editors apprised of progress on stories. Should a story not happen for whatever reason, the reporter must have or find a backup story to replace it that day.
- Reporters must conduct themselves professionally when representing The Shorthorn.
- Coordinate photo and graphics coverage to go with your stories. Include appropriate links to supplemental content with each story.
- Meet all deadlines for print and online editions.
- Remain in the office and work with editors until editing and revision process for your stories has been completed.
- Promote your work via social media networks.
- Follow up with sources with emailed link to story and invitation for feedback.
- Adhere to all Shorthorn, Student Publications and UTA rules and regulations.
- Attend all meetings appropriate to your position: Shorthorn staff meetings, writers meetings, training sessions and other meetings as needed. Excused absences must be approved 48 hours in advance.
- Create and maintain a "beat book" with relevant information on contacts, stories of importance and other key information crucial to beat reporting success.
- Keep a portfolio of your work. Submit stories for consideration for contests.
- Perform other tasks as assigned or needed for production of The Shorthorn.

Additional Qualifications

- Good people skills and interviewing ability. Reporters must be ready to talk to anyone.
- Curiosity and critical thinking.
- Strong spelling, grammar, word-usage and journalistic writing skills.
- Ability to report accurately, fairly, completely ... and under pressure of deadline.
- Previous newspaper experience and basic journalistic coursework preferred.
- Must be enrolled at UTA for at least six credit hours during the appointment semester, be in good academic standing with the university and meet all other requirements for holding a Shorthorn staff position.

Compensation base rate

Reporters are paid per story, with the base rate dependent on the number of stories produced per week and the quality of those stories. Compensation may be reduced or withheld for stories with errors, incomplete reporting or other problems.