

## Position Title: *Mustangs Staff Writer (Sports & Recreation Services)*

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### Position Summary:

Sports and Recreation Services at Western offer students a wide range of programs and activities geared to all levels and abilities, housing intramurals and varsity athletics.

As the Mustangs Staff Writer your role is to assist with compiling information to create written content, for various communication mediums, regarding Western Mustangs teams and student-athletes throughout the athletic season.

### What will you gain from this role?

- Develop and enhance writing skills.
- Enhance verbal and written communication skills.
- Gain experience working in a fast-paced environment under tight deadlines.
- Receive feedback on writing and communication skills.
- Recognition through Western's Co-curricular Record.

### Key Responsibilities:

- Writing previews and recaps of Mustangs games.
- Writing and researching articles on Mustangs players and coaches.
- Writing occasional press releases.
- Assisting with the development of playoff and championship media guides.
- Assist with the management of the Western Mustangs website.
- Assisting members of the media at Mustangs games.
- Other duties, as required.

### Position Requirements:

- Excellent writing skills.
- Strong interest in sports.
- **Must be able to work evenings and weekends.**
- Ability to work under tight deadlines in a fast-paced environment.
- Course work or a degree in Public Relations, Communications, and/or Journalism, would be considered an asset, but not required.

### Position Specifics:

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#### Term Length:

One academic year, September 1, 2024- April 30, 2025

#### Time Commitment:

- 5-12 hours per week (may vary depending on sports schedule).
- Work hours will primarily be on evenings and weekends.
- One block of hours will be done in-office during the week.

#### Training:

- Complete Human Resources Training:
  - WHMIS

- Health & Safety
- Safe Campus
- AODA
- Complete WPL Fundamental Training:
  - Code of Conduct, Ethics, Etiquette & Boundaries
  - Equity & Inclusion e-Learning Module
  - Gender-Based Violence Policy e-Learning Module
  - Indigenous Initiatives Content & Reflection
  - Clifton Strengths Assessment/Module/Reflection
- Complete Confidentiality Agreement and Student Contract
- Complete Student Feedback Form and/or Student Self-Reflection (one per term)

\*\* Trainings subject to change

### Reports to:

Ryan Robinson (Sports Information Coordinator)

### Application Method:

Login to [Western Connect](#), and navigate to the **Western Peer Leader posting boards** to find this job posting and instructions on how to apply (ex. Uploading/emailing required application documents or redirecting to the [Working at Western](#) website).

### Western Values Diversity:

The University invites applications from all qualified individuals. Western is committed to employment equity and diversity in the workplace and welcomes applications from women, members of racialized groups/visible minorities, Aboriginal persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression. Accommodations are available for applicants with disabilities throughout the recruitment process. If you require accommodations for interviews or other meetings, please contact our Administrative Officer at [ralary@uwo.ca](mailto:ralary@uwo.ca) or phone 519.661.1111 (89081).