

# NEWS CLERK

The news clerk's duties are primarily archiving and inputting regular features into the system. The news clerk is hired by and reports to the news adviser and is paid at an hourly rate.

**Specifically, the clerk's duties are:**

- Adding the content from each edition into the electronic morgue so that newsroom staffers can access old editions quickly.
- Maintaining the paper morgue by adding a stack of papers to the corresponding shelf and ensuring that the date tags are updated.
- Cleaning and organizing the countertop in the front of the newsroom, including adding papers to the binder and organizing magazines.
- Entering information from calendar forms submitted by campus organizations.
- Entering Dr. Ruth's syndicated columns into the system.
- Mailing feedback forms to sources along with copies of the stories.

**Additional qualifications**

Must be student with interest in workings of journalism. Eligibility in federal work study program preferred. Must be currently enrolled at UTA.

**Compensation base rate**

\$7.00 an hour. Works a weekly maximum of 19 hours in the spring and fall and 10 hours in the summer.

**To apply for this position, please log onto SNAP job at [www.uta.edu/uta/employ](http://www.uta.edu/uta/employ) and search for "News Clerk" or call UTA Human Resources for more information at 817-272-3463.**

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