

Assignment 1

Job Detail

Human Resource Management
Course Code: HRM 301

Submitted by

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Job Title: **Desk Correspondent**
Section: **News & Photography**
Reports to: **News Editor**

Job Summary

The web site amaderEWU is a private university based web portal and the Desk Correspondent's job is to collect the information (news) from internet and inform it to the News Editor to Publish in the site.

Essential Job Functions

1. Going to the web sites and finding the news events and write them to publish in the site.
2. Sometimes the web addresses will be provided and sometimes will not.
3. After selecting the event the collected raw data will be save in the computer and send this data to a said destination.
4. The correspondent will write the story by himself/herself based on the collected information.
5. Sending the written story to the News Editor through eMail.

Job Requirements

1. Ability to understand which event can be news or not.
2. Have the ability to find out proper and required information
3. Ability to write story based on given information.
4. Good command on language, specially English.
5. Interest in reading, searching information in internet and writing.
6. Interest to learn basic principles and guidelines or journalism.
7. Ability to generate new ideas of news.

Minimum Qualification

1. Any undergraduate students who studying in East West University.
2. The student who have done GEN211 (Concepts of Media & Journalism) course will special preference.

Job Specification

Knowledge

Understanding basics of journalism and have good command on English language.

Mental Application

Interest in reading, searching information and writing.

Accountability

Work on given assignments and can ability to work with many stories directed by the immediate authority