

THE CAMERON UNIVERSITY
COLLEGIAN
Informing the Cameron Family Since 1926

Application for Employment

Name: _____ **Classification:** _____

Major: _____ **GPA:** _____

Role(s) desired:

What completed coursework and experience qualifies you for this role?

Why does the role interest you?

What challenges do you anticipate? How do you plan to meet those challenges?

Briefly describe the role of a newspaper on a college campus.

E-mail (student): _____

Phone: _____

Tentative Staff Responsibilities

At the request of previous Collegian staff members, the following lists indicate typical staff responsibilities relative to position served. All responsibilities are subject to additions, subtractions or any such change at the behest of the faculty advisor.

All members of the Collegian editorial and writing staff are responsible for accurate, ethical news coverage (as articulated in the Society of Professional Journalists' Code of Ethics) and professionalism in the field. Editors must attend both the editorial staff meeting and the general staff meeting at times specified by the Managing Editor.

All staff members must also purchase SPJ membership (online at www.spj.org/join.asp) and members must remain SPJ members for the entirety of their employment.

Managing Editor

- Ensures overall quality, integrity, focus and ethic of *The Collegian*.
- Manages internal and external organizational communication amongst university students, staff, faculty and the community.
- Designs publication's layout scheme, graphical focus, banner and front cache.
- Ensures continuity in each issue weekly; ensures appropriate, fair and ethical coverage throughout the semester.
- Writes a minimum of two news stories or editorials for each publication cycle.
- Meets regularly with faculty adviser. Also helps the faculty adviser address issues or concerns relative to the needs of the adviser (this could include sitting in on meetings when necessary).
- Coordinates weekly editorial and staff meetings.
- Works with publishers, coordinating submissions and ensuring deadlines.
- Maintains an in-office presence conducive to *Collegian* workload.
- Answers staff questions and mediates low-level interoffice personnel issues.
- Opinion page layout and design. Front page layout, if desired.
- Manages page templates, archives, circulation and deliveries.
- Works with newswriting students in an educational capacity; helps other editors and writers learn elements of writing, layout, ethics or any other newsroom content.

Assistant Managing Editor

- Shares and fulfills any Managing Editor responsibility when Managing Editor is unavailable or when Managing Editor delegates tasks.
- Works under the Managing Editor in regard to the newsroom hierarchy.
- Ensures overall quality, integrity, focus and ethic of *The Collegian*.
- Manages internal and external organizational communication amongst university students, staff, faculty and the community.
- Influences publication's layout scheme, graphical focus, banner and front cache.
- Meets with faculty adviser when needed.
- Helps coordinate weekly editorial and staff meetings.
- Writes a minimum of two news stories or editorials for each publication cycle.
- Maintains an in-office presence conducive to *Collegian* work load.
- News page layout. May also design front page, if assigned by the Managing Editor.
- Works with newswriting students in an educational capacity; helps other editors and writers learn elements of writing, layout, ethics or any other newsroom content.

Page Editor (A&E, Sports, Trending, Aggie Life, or any other such beat)

- Works under the Managing Editor and Assistant Managing Editor in regard to the newsroom hierarchy.
- Ensures overall quality, integrity, focus and ethic of individual section.
- Partakes in internal and external organizational communication amongst university students, staff, faculty and the community.
- Designs page layout scheme, graphical focus, banner and front cache while taking into account the publications overlying design and editorial focus.
- Ensures continuity in each issue weekly; ensures appropriate, fair and ethical coverage throughout the semester.
- Writes a minimum of two news stories or editorials for each publication cycle.
- Maintains an in-office presence conducive to *Collegian* workload.
- Page layout and design.
- Manages story ideas and other content specific to the assigned section. Works with writers to ensure content is delivered on time and up to standards.
- Works with newswriting students in an educational capacity; helps other editors and writers learn elements of writing, layout, ethics or any other newsroom content.

Copy Editor

- Works under the Managing Editor and Assistant Managing Editor in regard to the newsroom hierarchy.
- Ensures overall quality, integrity, focus and ethic of print news content with special emphasis on print edited according to Associated Press style.
- Partakes in internal and external organizational communication amongst university students, staff, faculty and the community.
- Ensures continuity in each issue weekly; ensures appropriate, fair and ethical coverage throughout the semester.
- Maintains an in-office presence conducive to *Collegian* workload.
- Works with newswriting students in an educational capacity; helps other editors and writers learn elements of writing, layout, ethics or any other newsroom content.
- Manages an informal editing log to help track editing issues for review during editorial staff meetings.

Staff Writer

- Works under the Managing Editor, Assistant Managing Editor and Page Editors in regard to the newsroom hierarchy. This includes accountability in the sense of absences, tardiness or issues with news stories. Issues are communicated directly to editors.
- Writes a minimum of one news story a week. Unless specified by an editor, stories must be at least two pages long.
- Takes photos to publish with news stories. Minimum of 20 shots; diversify positioning, framing, perspective and any other elements of photography relevant to the circumstances of the story.
- Turns in stories and photos on time. The publication timeline will be dictated by the Managing Editor.
- Ensures continuity in each issue weekly; ensures appropriate, fair and ethical coverage throughout the semester.
- Maintains an in-office presence conducive to *Collegian* workload.
- Partakes in internal and external organizational communication amongst university students, staff, faculty and the community.
- Works with newswriting students in an educational capacity; helps other editors and writers learn elements of writing, layout, ethics or any other newsroom content.