



Editor in Chief Application

Application deadline: March 1

This application will be made available to all members of the USI Student Publications Committee. Eligible applicants must be enrolled in a minimum of nine hours of USI course work with degree-seeking status and have a cumulative GPA of 2.5 or greater.

Date _____

Name: _____

Phone: _____ E-mail: _____

Expected Graduation Date: _____ Cumulative GPA: _____ GPA in major: _____

Major(s): _____ Minor(s): _____

Check the journalism courses you have completed:

- | | |
|---|---|
| <input type="checkbox"/> Basic Reporting | <input type="checkbox"/> Editing and Layout |
| <input type="checkbox"/> Advanced Reporting | <input type="checkbox"/> Online Journalism |
| <input type="checkbox"/> Public Affairs Reporting | <input type="checkbox"/> Digital Storytelling |
| <input type="checkbox"/> Editorial Writing | <input type="checkbox"/> Digital Photography |
| <input type="checkbox"/> Feature Writing | <input type="checkbox"/> Photojournalism |

List other courses you have completed that would be useful to you as Editor in Chief:

Have you had an internship? Y/N

Where: _____ **From:** _____ **To:** _____

Supervisor: _____ **Phone:** _____

Primary responsibilities: _____

Summer availability: Y/N

Are you currently employed on campus? Y/N

Where? _____ **Hours per week?** _____

Are you currently employed off campus? Y/N

Where? _____ **Hours per week?** _____

Employment history (including current employment)

Employer: _____ **From:** _____ **To:** _____

Supervisor: _____ **Phone:** _____

Primary responsibilities: _____

Employer: _____ **From:** _____ **To:** _____

Supervisor: _____ **Phone:** _____

Primary responsibilities: _____

Employer: _____ **From:** _____ **To:** _____

Supervisor: _____ **Phone:** _____

Primary responsibilities: _____

Current campus activities

Organization: _____ **Involvement:** _____

Organization: _____ **Involvement:** _____

Organization: _____ **Involvement:** _____

In addition to this application, please submit the following:

- Two letters of recommendation.
- Three samples of your published work.
- A 2 to 4 page essay addressing:
 - why you are applying for the position
 - the role and responsibility of a student newspaper
 - your goals as editor in chief including proposed changes to the paper's current operations
 - your management style

I have read the attached job description for The Shield Editor in Chief. I understand the duties and responsibilities required of the position and attest the information I have provided is accurate and complete.

Signature: _____

Date: _____

Submit all materials in person to Erin Gibson.
For questions regarding this application or the selection process,
contact Erin Gibson at emgibson@usi.edu or 465-1125.

Editor-in-Chief Job Description

The editor-in-chief of *The Shield* is responsible for the overall operations of the newspaper. It is the editor's responsibility to ensure that all tasks, from planning to distribution, are completed. The editor must be familiar with and meet the requirements of the Student Publications Board. The editor-in-chief must be a USI student leader and represents the student newspaper at all times.

Specific duties:

- Promote, encourage and ensure that the USI community and its events are covered in a fair, complete and objective manner.
- Delegate specific tasks to section editors and staff members in a fair manner with expectations that assignments will be completed.
- Motivate staff by assisting the other editors and managers in creating and facilitating an open and inviting atmosphere
- Oversee the organization of the staff and the assignment of tasks so that the paper is published in an orderly manner and by deadline
- Supervise all positions to ensure the fulfillment of job responsibilities; Explain and enforce all deadlines and policies with the staff
- Hold regularly scheduled meetings for all staff and act as the head at these meetings
- Conduct the final proof of all pages, which means reading the content of all stories, advertisements, cutlines, letters to the editor and columns and proof the graphic and photographic content.
- Write a minimum of four editorials each semester.
- Complete page distribution each week after advertising manager does ad distribution.
- Maintain and post office hours each week, excluding time spent in the office on production night.
- Meet with managing editor, business manager and adviser on a weekly basis and conduct weekly editorial board meetings.
- Notify adviser of any legal, potentially libelous, editorial or time conflict that may arise and work with the adviser to make appropriate arrangements to overcome these conflicts.
- Meet regularly with the student publications adviser to keep the adviser updated on progress and any potential problems or concerns (i.e., legal, ethical, internal discipline, budgets, equipment needs, etc.)
- Attend Publication Board meetings when necessary.
- Adhere to *The Shield's* code of ethics.
- Ensure that the managing editor is able to take on responsibilities of editor-in-chief in an emergency.
- Give consistent and constructive feedback to all staff members.
- Be open to fair and constructive feedback from staff members and communicate with them in the same manner.
- Make recommendations regarding personnel, including hiring, dismissal, reassignment or delegation of responsibilities, to the adviser.
- Cover the Office of the President on a regular basis.
- Maintain a minimum (but announced) schedule of office hours in order to address all potential concerns of the staff and USI community
- Recruit new staff members
- Determine content and general layout of the newspaper