Eagle View Student Editor-in-Chief Application / Due date: _____

Please print this form, complete, and submit to Eagle View Faculty Adviser. See end of form for detailed information.

Today's Date:_____ **DATE of InDesign TRAINING or DEMO (required):_____**

Name <u>and</u> NWACC ID#:_____

Email Address(es):_____

Major/Minor:_____ GPA:_____

Emergency Contact:_____ Phone:_____

Email:_____ Relationship:_____

The successful applicant meets and/or agrees to the requirements and desired qualifications listed below and commits to fulfill the listed job responsibilities with reasonable accuracy, competency, and timeliness. Failure to fulfill the responsibilities of the position could result in removal. Applicants may be subject to a background check.

Requirements:
- be a current student at NWACC
- attend required InDesign training session with Newspaper Lab Supervisor or editor
- score 70% or better on an editing test administered at the time of an interview
- keep regular posted office hours for approximately 20 hours a week, more preferred
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Desired Qualifications:
- complete Fundamentals of Journalism (JOUR 1053) with a "C" or better
- enroll in Newspaper Lab (JOUR 1061; may be taken up to three times)
- work on the *Eagle View* staff for at least three issues or one semester prior to applying to be editor

Job Responsibilities (list below is representative, not inclusive):
- Abide by the Society for Professional Journalists "Code of Ethics" and Eagle View's established codes
- Recruit and train students for Eagle View staff and inspire their best work
- Choose students to fill specific staff positions and award appropriate titles/bylines
- Develop news budget for each issue
- Establish and meet deadlines; coordinate publication dates with newspaper lab supervisor and faculty adviser
- Offer training and assistance in students' story development and use of AP style
- Monitor and manage electronic story, photograph and graphic submissions, including copy editing cycle
- Work with graphic editor/designers to "build" the paper; never hesitate to ask for help or advice
- Commit to additional InDesign training, specifically, to take JOUR 2061 – Newspaper Layout and Design
- Co-lead with instructor Student Newspaper Lab (JOUR 1061)
- Post to, update, monitor and maintain Eagle View Facebook page and website, www.nwacceagleview.com
- Monitor, respond to, and manage the paper's e-mail and telephone voicemail
- Meet weekly with Eagle View staff
- Maintain a positive attitude that invites and encourages student participation, growth, and improvement
- Make regular contact with faculty adviser and newspaper lab supervisor
- Be consistently and reliably reachable by phone and email by staff, faculty adviser, and lab supervisor
- Attend meetings of the Eagle View Policies and Operations Committee whenever held
- Do whatever it takes to "make the paper happen"

REFER TO THIS DESCRIPTION
WHEN COMPLETING THE APPLICATION.

Application Form: Please Supply Requested Information

Name:_____

Why are you interested in being Editor in Chief of *Eagle View* student newspaper?

What leadership, writing, technology, design, photography or other skills or experience will you bring to *Eagle View*?

What sections or elements do you like about *Eagle View*? What are some of your ideas for *Eagle View*?

Look over the job requirements, qualifications and responsibilities provided above. Knowing you will be helped and assisted, at least initially, by the newspaper lab supervisor, the faculty adviser, and possibly by former editors, tell us which of the above listed items, if any, you have concerns or doubts about fulfilling. Honesty is important here so we will know how to help you:

What does "Do whatever it takes to make the paper happen" mean to you?

What else can you tell us about you that will help us understand who you are? What do you like to do for fun?

Application Form: Please Supply Requested Information

Name:

Current Employment

Employer: Job Title:

Duties:

Please provide one work and one NWACC/high school reference (or two school refs.):

1. Name: Relationship:

Phone: Email:

2. Name: Relationship:

Phone: Email:

ANTICIPATED OFFICE HOUR SCHEDULE (20+ HOURS A WEEK REQUESTED)
In the space below, please provide a day-by-day breakdown of your proposed office hour schedule if you are selected to be Editor in Chief of *NWACC Eagle View*:

Editing Test Score: _____ (to be filled in by the hiring committee)

Please be prepared to submit (upon request) a sample of your writing, design and layout work, or photography.

Submit this application **by the specified due date** (see top of first page) to the office of the NWACC Eagle View faculty adviser. At this time, that is Denise Nemec, BH 1120; dnemec@nwacc.edu; 479-619-4301.