The Editor in Chief

Compensated Educational Leadership Opportunity
Associated Students Inc., California State University Channel Islands

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Editor in Chief</th>
<th>Office:</th>
<th>The CI View</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours:</td>
<td>20 hrs./wk.</td>
<td>Employment Rate:</td>
<td>$606.66 semi-monthly flat rate payment</td>
</tr>
<tr>
<td>Supervisor:</td>
<td>ASI Student Programs Coordinator</td>
<td>Student Supervisor:</td>
<td>N/A</td>
</tr>
<tr>
<td>Area:</td>
<td>Associated Students Inc.</td>
<td>Division:</td>
<td>Student Affairs</td>
</tr>
</tbody>
</table>

Position Description

The Editor in Chief has responsibility for direction and all decisions pertaining to the production of each publication issue. This includes but is not limited to style, content, tone, quality, news design layout, production, and editorial viewpoint. The Editor in Chief establishes guidelines and trains members within the established industry standards as advised by the ASI Student Programs Coordinator, the ASI Executive Director and the Vice President for Student Affairs. This position is responsible for upholding industry and entity rules, regulations and standards that are essential for efficient production and quality of the student newspaper.

Developmental Opportunities & Responsibilities

The Editor in Chief will learn how to, and be responsible for:

Organizational Management & Leadership Development
- Is responsible for personnel management: staff training, team development, supervision, individual & team production.
- Providing overarching direction for ethical, relevant & timely newspaper content, news design, and editorial viewpoint.
- Provides direct supervision to the CI View compensated student staff, and guidance and counsel to volunteer student staff.
- Serves as the student supervisor for the Business Manager and provides general oversight for their related responsibilities.
- Serves as the student supervisor for the Section & Media Editors and provides general oversight for their related responsibilities.
- Serves as the student supervisor for the Layout Lead and provides general oversight for their related responsibilities.
- Attend weekly executive meetings with the CI View executive officers & Advisor throughout the term of office.
- Provides direction for weekly student staff meetings.
- Serves as a representative on ASI’s student, staff and faculty Board of Directors, which meets the first Thursday of every month from 7:40-9:00 a.m and serve on ASI subcommittees depending on leadership role within ASI.

Production Planning & Administration:
- To set, publish and adhere to a publication schedule and deadlines.
- To oversee all aspects of production from content creation to publication distribution.
- Review and approve all pages and news design content prior to publishing.

Budget Development & Monitoring:
- Monitoring the current budget and developing the following year’s budget.
- Provide direction for budget tracking.

Journalistic Integrity & Ethics:
- Ensures all publication content adheres to the Associated Press (AP) Stylebook and CSU and CI official style guides.
- Adheres to all governing media laws concerning libel, plagiarism, privacy and obscenity, and upholds ethical conduct codes including; responsibility, freedom of the press, independence, truth and accuracy, impartiality, fair play and diversity.
- An editor’s failure to address unethical conduct & conflicts of interest within the organization can provide grounds for dismissal.

Position Qualifications & Appointment

i. Demonstrate previous leadership experience. Embraces and embodies the CI Leadership Definition: With excellence and integrity, CI leaders serve others, build community, personally flourish and act in a positive and socially responsible manner. Works collaboratively with peers, faculty, staff, community members, business owners and publishers.

ii. It is preferred but not required, that applicants demonstrate previous journalism or publication experience and/or understand the dynamics of running an organization, maintaining an office and managing a staff.

iii. This appointment will be for one academic year starting June 1 of the current year through May 31 of the following year. This position is contracted through winter, spring and summer break. If eligible, the current editor may re-apply for the editor’s position to be considered for the subsequent year.

Conditions of Employment

i. Must pass a background check and may be subject to drug tests.
ii. The person holding this position is considered a ‘mandated reporter’ under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

Students Name: 
Signature & Date: 

Student Supervisor Name: N/A
Signature & Date: N/A

Supervisor Name: 
Signature & Date: 
**Additional Dolphin CareerLink Posting Information**

**Submission Requirements:**
Submit three writing samples.

**Eligibility**
- Undergraduate student:
  - Be currently enrolled at CI.
  - Be enrolled in a minimum of 6 units throughout the term of service.
  - Have successfully completed 24 semester units of credit prior to the beginning of the semester, 12 of which must have been completed at CI.
  - Have a minimum cumulative and semester CI grade point average of 2.5 at the time of selection and must maintain this minimum average throughout the term of service.
  - Be in good judicial standing (not on academic or disciplinary probation) at the time of application or at any time during the term of service.
  - Be free of any holds on University records.

- Graduate and credential student:
  - Be currently enrolled at CI.
  - Be enrolled in a minimum of 3 units throughout the term of service.
  - Have successfully completed 6 semester units of credit prior to the beginning of the semester, all of which must have been completed at CI.
  - Have a minimum cumulative and semester CI grade point average of 3.0 at the time of selection and must maintain this minimum average throughout the term of service.

**Classification:**
Level III Student Employee

The CI View Editor in Chief position is a compensated educational leadership opportunity in which the student receives a semi-monthly, flat rate payment for the assignment. The time to complete the work of this appointment is estimated to be approximately 20 hours per week; the accountability for the work of this position, however, is output measured through adherence to the expectations of the position description, and completion of planned projects and programs. Work output, adherence to the position description, and completion of planned projects and programs will be assessed through regular meetings with the ASI professional staff supervisor.

**Leadership Learning Outcomes:**
ASI is committed to the development of our student leaders. Students involved in ASI leadership opportunities will develop in the following skill sets: Interpersonal skills, Problem Solving, Effective Communication, and Leadership Identity Formation.

**Contact:**
Bethany Bañuelos Phone: 805-437-3638 Email: Bethany.banuelos@csuci.edu