

The CI View Editor in Chief

Compensated Educational Leadership Opportunity

Associated Students Inc., California State University Channel Islands

Position Title: Editor in Chief	Office: The CI View
Hours: 20 hrs. /wk.	Employment Rate: \$650 semi-monthly flat rate payment
Supervisor: ASI Student Programs Coordinator	Student Supervisor: N/A
Area: Associated Students Inc.	Division: Student Affairs

Position Description

The Editor in Chief has responsibility for direction and all decisions pertaining to the production of each publication issue, direction of all media content. 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 new content, news design, and editorial viewpoint.
- Provides direct supervision to the CI View compensated student staff, and guidance and counsel to volunteer student staff, including interns and members.
- Serves as the student supervisor, along with the Media Editor for the Business Manager and provides general oversight for their related responsibilities.
- Serves as the student supervisor for the News Editor and provides general oversight for their related responsibilities.
- Serves as the student supervisor for the Media Editors and provides general oversight for their related responsibilities.
- Serves as the student supervisor for the Layout Editor and provides general oversight for their related responsibilities.
- Provides direction for weekly student staff meetings.
- When the Media Editor is absent or unable to perform their duties, the Editor in Chief will assume their responsibilities and provide approval on all media content.

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/segment 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, along with the Business Manager.

Journalistic Integrity & Ethics:

- Ensures all publication content adheres to the Associated Press (AP) Stylebook.
- 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.

*Additional duties as assigned by the ASI Student Programs Coordinator

Position Qualifications

- 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. The applicant demonstrate previous journalism or publication experience and understand the dynamics of running an organization, maintaining an office and managing a staff.

Appointment Expectations

- i. 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.
- ii. This position is required to work a minimum of 5 hours weekly on Fridays. Scheduled hours must overlap with other executive team members office hours.
- iii. Attend weekly Friday executive meetings with the CI View executive officers & Advisor throughout the term of office.

- iv. Typically 8 times throughout the year this position will attend prep for press days on Fridays (8 a.m. – 5 p.m.) and distribution on Tuesdays from 7:30 – 9 a.m.
- v. Serves as a representative on ASI’s student, staff and faculty Board of Directors, which usually meets once a month on Thursdays from 7:40-9:00 a.m and serve on an ASI Board subcommittee, as outlined in the ASI bylaws.
- vi. Attend monthly ASI Leadership Development meetings throughout the term of office.

Conditions of Employment

- i. Must pass a background check and may be subject to drug tests.
- ii. *Undergraduate student:*
 - o Be currently enrolled at CI.
 - o Be enrolled in a minimum of 6 units throughout the term of service.
 - o Have successfully completed 24 semester units of credit prior to the beginning of the semester, 12 of which must have been completed at CI.
 - o 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.
 - o 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.
 - o Be free of any holds on University records.
- iii. *Graduate and credential student:*
 - o Be currently enrolled at CI.
 - o Be enrolled in a minimum of 3 units throughout the term of service.
 - o Have successfully completed 6 semester units of credit prior to the beginning of the semester, all of which must have been completed at CI.
 - o 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.



Additional Posting Information

Submission Requirements:

Submit resume, cover letter, three writing samples, and student ID number to asi@csuci.edu.

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:

Annie Block-Weiss Phone: 805-437-1674 Email: Annie.Block-Weiss@csuci.edu

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