The CI View Layout Assistant
Compensated Educational Leadership Opportunity
Associated Students Inc., California State University Channel Islands

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Layout Assistant</th>
<th>Office:</th>
<th>The CI View</th>
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<tbody>
<tr>
<td>Hours:</td>
<td>10 hrs. /wk.</td>
<td>Employment Rate:</td>
<td>$287.08 semi-monthly flat rate payment</td>
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<td>Supervisor:</td>
<td>ASI Student Programs Coordinator</td>
<td>Student Supervisor:</td>
<td>Layout Lead</td>
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<td>Area:</td>
<td>Associated Students Inc.</td>
<td>Division:</td>
<td>Student Affairs</td>
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**Position Description**

The Layout Assistant works directly with the Layout Lead and other news design volunteers to support news design and layout production of the monthly newspaper.

**Developmental Opportunities & Responsibilities**

Under the general direction of the Editor in Chief and direct supervision of the Layout Lead, the Layout Assistant will learn how to, and be responsible for:

**News Design**
- Supporting the Layout lead with producing full paper layouts with relevant graphics and artwork.
- Researching, recommending and creating ideas for news design.
- Creates graphics, photos, illustrations, charts, graphs, drop quotes, and news design elements for the newspaper.
- Supporting and provides assistance and training for news design volunteers.
- Supporting the facilitation of news design of each individual issue, working with other editors to receive content and with the Layout Lead to finalize each page for review and meet publication deadlines.
- Providing assistance with managing, organizing, selecting & captioning photographs/graphics.
- Assisting with prepping files for press and online uploads.
- Assisting with providing news design and layout updates reports during weekly student staff meetings.
- Attend weekly executive meetings with the CI View executive officers & Advisor throughout the term of office.
- When the Layout Lead is absent or unable to perform their duties, the Layout Assistant will assume layout responsibilities as directed and communicated by the Layout Lead.

**News Design Editing**
- Supports the technical structure and consistency of publication layouts within the CI View’s newspaper brand, aesthetic and ethical standards through news design.
- Edits and reviews all news design prior to Layout Lead’s review, and Editor in Chief review and approval for publication.

**Journalistic Integrity & Ethics:**
- Ensures all publication content adheres to the Associated Press (AP) Stylebook and CSU and CI official style guides.
- Adheres to governing media laws concerning libel, plagiarism, privacy and obscenity, & upholds ethical conduct codes including; responsibility, freedom of the press, independence, truth & accuracy, impartiality, fair play & diversity.
- The Layout Assistant’s failure to address unethical conduct & conflicts of interest 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 possess strong knowledge of English, grammar, spelling, punctuation, editing and writing style guidelines, and demonstrate previous journalism, publication, news design experience and/or understand newsroom dynamics and how to support volunteer 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 Layout Assistant 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.

<table>
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<tr>
<th>Students Name:</th>
<th>Signature &amp; Date:</th>
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<tbody>
<tr>
<td>Student Supervisor Name:</td>
<td>Signature &amp; Date:</td>
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<td>Supervisor Name:</td>
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Additional Dolphin CareerLink Posting Information

Submission Requirements:
Submit 3 portfolio pieces/samples of work.

Eligibility
- **Undergraduate student:**
  - Be currently enrolled at CI.
  - Be enrolled in a minimum of 6 units throughout the term of service.
  - Applying sophomores, juniors, and seniors must 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.
    - Applying freshman will not have a CI grade point average at the time of selection, and thus must have a minimum cumulative and semester CI grade point average of 2.5 following completion of their first semester, 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 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.
    - Applying first year graduate students will not have a CI grade point average at the time of selection, and thus must have a minimum cumulative and semester CI grade point average of 2.5 following completion of their first semester, and must maintain this minimum average throughout the term of service.

Classification:
Level I Student Employee

The Layout Assistant 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 10 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:
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