

The CI View Layout Editor

Compensated Educational Leadership Opportunity

Associated Students Inc., California State University Channel Islands

Position Title: Layout Editor	Office: The CI View
Hours: 15 hrs. /wk.	Employment Rate: \$471.25 semi-monthly flat rate payment
Supervisor: ASI Student Programs Coordinator	Student Supervisor: Editor in Chief
Area: Associated Students Inc.	Division: Student Affairs

Position Description

The Layout Editor is responsible for overseeing the news design and layout production of the newspaper ensuring readability and incorporation of advertisement according to editorial guidelines and industry standards.

Developmental Opportunities & Responsibilities

Under the general direction of the Editor in Chief, The Layout Editor will learn how to, and be responsible for:

News Design Processes & Staff Oversight

- Researching, recommending and creating ideas for news design.
- Maintaining the aesthetic of the newspaper by producing full paper layouts with relevant graphics and artwork.
- Serving as the student supervisor for the news design volunteers, editorial assistants, and interns.
- Training the news design volunteers, editorial assistants, interns, and members, and assigning news design tasks.
- Tracking layout submissions, and ensuring news design deadlines are met in accordance with the production schedule.
- To facilitate news design of each individual issue, working with other editors to receive content.
- Managing, organizing, selecting & captioning photographs/graphics ensuring each photo has the correct credit and captions.
- Prepping files for press and online uploads.
- Providing news design and layout updates and personnel reports during weekly student staff meetings.
- When the Editor in Chief is absent or unable to perform their duties, the Layout Editor will assume responsibilities as directed and communicated by the Editor in Chief.

News Design Editing

- The Layout Editor oversees and maintains the technical structure and consistency of publication layouts within the CI View's newspaper brand, aesthetic and ethical standards.
- Edits and reviews all layouts and pages prior to Editors review, and Editor in Chief review and approval for publication.

Journalistic Integrity & Ethics:

- Ensures all publication content adheres to the Associated Press (AP) Stylebook.
- 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 Editor's failure to address unethical conduct & conflicts of interest 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 demonstrates proficiency with Photoshop and/or Adobe Creative Suite.
- iii. 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.

Appointment

- i. This appointment will be for one academic year starting July 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 4 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 (8a.m. – 5 p.m.) on Fridays and distribution on Tuesdays from 7:30 – 9 a.m.
- v. 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 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.
 - 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 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



Additional Posting Information

Submission Requirements:

Submit resume, cover letter, a portfolio/samples of work, and student ID number to asi@csuci.edu.

Classification:

Level II Student Employee

The Layout Editor 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 15 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:	Signature & Date:
Supervisor Name:	Signature & Date: