

The CI View Media Assistant

Compensated Educational Leadership Opportunity

Associated Students Inc., California State University Channel Islands

Position Title: Media Assistant	Office: The CI View
Hours: 10 hrs. /wk.	Employment Rate: \$308.75 semi-monthly flat rate payment
Supervisor: ASI Student Programs Coordinator	Student Supervisor: Media Editor
Area: Associated Students Inc.	Division: Student Affairs

Position Description

The Media Assistant works directly with the Media Editor, the other Media Assistant, and other media volunteers to ensure a regular and timely online presence for The CI View. Provides support with all aspects of production. From pre-production to post-production, including: content research, planning, creation, editing and uploading.

Developmental Opportunities & Responsibilities

Under the general direction of the Media Editor, the Media Assistant will learn how to, and be responsible for:

Content Creation

- Researching, recommending and creating ideas for online: content and news design.
- Supports the management of all media outlets, website and online activity for The CI View.
- Creates broadcast and social media videos, posts, stories, columns, and online engagement activities for CI View followers.
- Manage day-to-day updates to all CI View social media platforms.
- Provides assistance with Media editing and fact checking.
- Supports and provides assistance and training for media volunteers, editorial assistants, interns, and members.
- Tracking media assignments and ensuring media creation deadlines are met in accordance with the production schedule.
- Providing support for Media content reports during weekly student staff meetings.
- When the Media Editor is absent or unable to perform their duties, the Media Assistant will assume media responsibilities as directed and communicated by the Media Editor.

Media Support

- The Media Assistant supports the factual integrity and syntactical, grammatical and technical structure of every online submission published on the CI View website and media outlets.
- Edits, fact checks online submissions prior to Media Editor and Editor in Chief review.

Journalistic Integrity & Ethics:

- When appropriate, ensures all online 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.
- The Media Assistant's failure to address unethical conduct & conflicts of interest in 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. It is preferred but not required that the applicant possess strong social media and videography/broadcast experience.
- 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, website or social media management 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 3 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 (8 a.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 creative work, and student ID number to asi@csuci.edu.

Classification:

Level I Student Employee

The Media 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:

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: