

The CI View Media Editor

Compensated Educational Leadership Opportunity

Associated Students Inc., California State University Channel Islands

Position Title: Media 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 Media Editor edits and fact checks all media content and works directly with the Editor in Chief and other executive team members, to ensure a smooth and timely operation of online media materials and to maintain a meaningfully engaged editorial staff.

Developmental Opportunities & Responsibilities

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

Media Processes & Staff Oversight

- Researching, recommending and creating ideas for online: content, news design, production deadlines, & editorial assistants.
- Oversees all media outlets and approves all social media and broadcasting content prior to release.
- Serves as the student supervisor for both Media Assistants, media volunteers, editorial assistants, and interns.
- Trains the Media Assistants, volunteer media staff, editorial assistants, interns, and members.
- Assigning Media coverage tasks to the Media Assistants, volunteer staff, tracking online/media submissions, and ensuring media editing deadlines are met in accordance with the established production schedule.
- Working closely with the Media Assistants and media content creators to create content and provide support and direction in the interest of maintaining original intent.
- Providing Media, content and personnel reports during weekly student staff meetings and through email to the advisor.
- When the Editor in Chief is absent or unable to perform their duties, the Media Editor will assume responsibilities as directed and communicated by the Editor in Chief.

Media Editing

- The Media Editor directly oversees and maintains the factual integrity and syntactical, grammatical and technical structure of every online submission published on the CI View website and media outlets.
- In charge of all aspects of pre-production, production, and post-productions for all broadcast segments.
- Edits, fact checks and approves all individual media submissions as ready for online upload.
- Reviews all broadcast content prior to Editor in Chief review and approval of media content for online upload.

Journalistic Integrity & Ethics:

- When applicable, 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 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. The applicant possess strong social media and videography 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 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 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 on Fridays (8 a.m. – 5 p.m.) 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 II Student Employee

The Media 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: