

# The CI View News Editor

## Compensated Educational Leadership Opportunity

### Associated Students Inc., California State University Channel Islands

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

### Position Description

The News Editor edits and fact checks all News section content and works directly with the Editor in Chief and other executive team members, to ensure a smooth and timely operation of the publication, and to maintain a meaningfully engaged editorial staff.

### Developmental Opportunities & Responsibilities

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

#### **Editorial Processes & Staff Oversight**

- Researching, listing and recommending ideas for the News section: content, news design, production deadlines, and editorial assistant staff selections.
- Serves as the student supervisor for News volunteer staff writers, editorial assistants, and interns.
- Serves as the student supervisor for the Opinion & Entertainment Editor and provides general oversight for their related responsibilities.
- Trains volunteer staff writers, editorial assistants, interns, and members.
- Assigning News stories to staff writers, tracking staff submissions, and ensuring editing deadlines are met in accordance with the established production schedule.
- Working closely with News writers to provide content support and continued direction, and communicates with the writers of each article regarding edits in the interest of maintaining the writer's original intent.
- Providing News section, content and personnel reports during weekly student staff meetings and through email to the advisor.
- Updates civiewnews.com with all news articles and photos, one week after each distribution of the paper.
- When the Editor in Chief is absent or unable to perform their duties, the News Editor will assume responsibilities as directed and communicated by the Editor in Chief.

#### **Copyediting & Fact checking**

- The News Editor directly oversees and maintains the factual integrity and syntactical, grammatical and technical structure of every News article to be published in the physical and online issues.
- Edits, fact checks and approves all individual News articles as ready for news design.
- Reviews all layout pages and news design content prior to Editor in Chief review and approval of all pages for publication.

#### **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 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 applicants possess strong knowledge of English, grammar, spelling, punctuation, editing and writing style guidelines, and demonstrate previous journalism or publication 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 (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, three writing samples, and student ID number to [asi@csuci.edu](mailto:asi@csuci.edu).

**Classification:**

Level II Student Employee

The CI View News 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](mailto:Annie.Block-Weiss@csuci.edu)

<b>Students Name:</b>	<b>Signature &amp; Date:</b>
<b>Student Supervisor Name:</b>	<b>Signature &amp; Date:</b>
<b>Supervisor Name:</b>	<b>Signature &amp; Date:</b>