Position Description
The Online content creator works directly with the Media Editor: Broadcasting and other media volunteers to ensure a regular and timely online presence for the CI View. Provides support with content research, planning, creation, editing and uploading.

Developmental Opportunities & Responsibilities
Under the general direction of the Editor in Chief and direct supervision of the Media Editor: Broadcasting, the Online Content Creator 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 videos, posts, stories, columns, and online engagement activities for CI View readers.
- 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 and editorial assistants.
- Tracking media assignments and ensuring media creation deadlines are met in accordance with the production schedule.
- Attend weekly executive meetings with the CI View executive officers & Advisor throughout the term of office.
- Providing support for Media content reports during weekly student staff meetings.
- When the Media Editor is absent or unable to perform their duties, the Online Content Creator will assume media responsibilities as directed and communicated by the Media Editor.

Media Support
- The Online Content creator 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 submission prior to Media Editor: Broadcasting and final Editor in Chief review.

Journalistic Integrity & Ethics:
- Ensures all online publication content adheres to the Associated Press (AP) Stylebook and CSU and CI official style guides.
- 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 Online Content Creator’s failure to address unethical conduct & conflicts of interest in the organization 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, website or social media management 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 editor 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.
Additional Dolphin CareerLink Posting Information

Submission Requirements:
Submit 3 portfolio pieces/samples of creative 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 Online Content Creator 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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