



ASSOCIATED
STUDENTS INC.
C H A N N E L
I S L A N D S

THE CI VIEW STUDENT NEWS ASSISTANT MANAGING EDITOR

Compensated Educational Leadership Opportunity
Associated Students Inc., The CI View
California State University Channel Islands



[APPLY!](#)



[THECIVIEW](#)



805-437-2622



ASI@CSUCI.EDU

About The Role

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

- **Employment Rate:** \$354.55 semi-monthly, flat rate payment.
- **Hours:** Typically, Monday- Friday, 8am-5pm, 10 hours per week.
- **Start Date:** August 1, 2022. Required on campus employee training dates include: Monday-Friday, 8am-5pm, August 1-19, 2022. Contracted through winter, spring, and summer breaks.

Responsibilities

- Assists the Managing Editor to assigns stories to staff writers, tracks staff submissions, and ensures editing deadlines are met in accordance with production schedule.
- Maintains the factual integrity syntactical, grammatical & technical structure of all written content.
- Ensures all publication content adheres to the Associated Press (AP) Stylebook and The CI View Style Guide.
- Serves as the student supervisor for volunteers & interns.

Requirements

- ✓ Must pass a background test.
- ✓ Must be enrolled as a student at CSU Channel Islands.
- ✓ Must maintain a cumulative and semester GPA of 2.5 or higher and be in judicial good standing.
- ✓ Must work a minimum of 3 hours weekly on Fridays during the academic year. Scheduled hours must overlap with other executive team members office hours.