



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

## THE CI VIEW STUDENT NEWS DESIGN EDITOR

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



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[THECIVIEW](#)



805-437-2622



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### About The Role

The Design Editor is responsible for overseeing the news design and layout production of the email newsletter, and website ensuring readability and incorporation of advertisement according to editorial guidelines and industry standards. The Design Editor creates and checks all design and layout content, and works directly with the Editor in Chief and other executive team members, to ensure a smooth and timely operation of design materials and to maintain a meaningfully engaged editorial staff.

- **Employment Rate:** \$536.25 semi-monthly, flat rate payment.
- **Hours:** Typically, Monday- Friday, 8am-5pm, 15 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

- In charge of all aspects of pre-production, production, and post-production for all design & layout.
- Maintains the brand aesthetic of the newsletter and website by layouts with relevant graphics & artwork.
- Oversees & maintains the technical structure & ensures all publication content adheres to the Associated Press (AP) Stylebook and The CI View Style Guide.
- Serves as the student supervisor for design volunteers and 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 4 hours weekly on Fridays during the academic year. Scheduled hours must overlap with other executive team members office hours.