



ASSOCIATED
STUDENTS INC.
CHANNEL
ISLANDS

THE CI VIEW STUDENT NEWS MANAGING EDITOR

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



[APPLY!](#)



[THEVIEW](#)



805-437-2622



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About The Role

The Managing Editor edits and fact checks all content and works directly with the Editor in Chief (EIC) and other executive team members, to ensure a smooth and timely operation of the publication, and to maintain a meaningfully engaged editorial staff. The Managing Editor is responsible for overseeing the Assistant Managing Editor. Finally, the Managing Editor is the second in command of The CI View, under the EIC.

- **Employment Rate:** \$715.00 semi-monthly, flat rate payment.
- **Hours:** Typically, Monday- Friday, 8am-5pm, 20 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

- Assigns stories to staff writers, tracks staff submissions, and ensures editing deadlines are met in accordance with production schedule.
- Oversees 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 the Assistant Managing Editor, 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 5 hours weekly on Fridays during the academic year. Scheduled hours must overlap with other executive team members office hours.