



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

THE CI VIEW STUDENT NEWS MEDIA EDITOR

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



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[THEVIEW](#)



805-437-2622



ASI@CSUCI.EDU

About The Role

The Media Editor edits, and fact checks all media content and works directly with the Editor in Chief and other executive team members, to ensure a smooth and timely operation of online media materials and to maintain a meaningfully engaged editorial staff. Along with the Media Assistant, The Media Editor produces frequent digital content ranging from social media posts to broadcast videos. Finally, the Media Editor is responsible for approving all social media content and broadcast content, prior to publication.

- **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 broadcast and social media segments
- Oversees all media outlets and approves all social media and broadcasting content prior to release.
- Creates material for online: content, web, news design, production deadlines & social media.
- Serves as the student supervisor for the Media Assistant, media 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.