Eagle View Student Editor Application: *DUE BY 4pm, Nov. 11, 2011*

Please print this form, complete, and submit to Linda Long in Communication and Arts. See end for detailed information.

Today's Date:_____ **DATE of InDesign TRAINING (required):_____**

Name and NWACC ID#:_____

Email Address(es):_____

Major/Minor:_____ GPA:_____

The successful applicant will receive a tuition scholarship for six credit hours each fall and spring semester (for a total of 12) at NWACC. Failure to fulfill the qualifications, requirements, and responsibilities of the position could result in termination of employment and tuition scholarship funds forfeiture and/or repayment to NorthWest Arkansas Community College.

Requirements:

- be a current student at NWACC
- attend required InDesign training session (contact Mattie Watson at mwatson@nwacc.edu)
- score 70% or better on an editing test administered at the time of an interview
- keep regular posted office hours for a minimum of 20 hours a week

Desired Qualifications:

- completion of Fundamentals of Journalism with a "C" or better
- work with the Eagle View for a minimum of one issue
- positive attitude that invites and encourages student participation

Job Responsibilities (list below is representative, not inclusive):

- Abide by the Society for Professional Journalists "Code of Ethics"
- Recruit and train students for Eagle View staff and inspire their best work
- Choose students to fill specific staff positions and award appropriate titles/bylines
- Develop news budget for each issue
- Establish and meet deadlines; coordinate publication dates with publisher/printer
- Offer training and assistance in students' story development and use of AP style
- Monitor and manage electronic story, photograph and graphic submissions
- Work with graphic editor/designers to "build" the paper
- Commit to additional InDesign training, specifically, to take JOUR 2061 – Newspaper Layout and Design
- Monitor, respond to, and manage the paper's e-mail and telephone voice mail
- Meet weekly with Eagle View staff
- Maintain weekly contact with faculty adviser and newspaper lab supervisor
- Be easily and consistently reachable by phone and email
- Attend meetings of the Eagle View Policies and Operations Committee
- Do whatever it takes to "make the paper happen"

REFER TO THIS DESCRIPTION
WHEN COMPLETING THE APPLICATION.

Application Form: Please Supply Requested Information

Name:_____

Why are you interested in being editor of the Eagle View student newspaper?

Look over the job qualifications, requirements and responsibilities provided above. In the space below, discuss your ability to fulfill these:

What skills or experience not covered above can you bring to the Eagle View?

What sections or elements do you like about the Eagle View?

Name at least two ideas you have for the Eagle View:

What are your extracurricular activities and hobbies? How might they contribute to or interfere with your success as the editor?

Application Form: Please Supply Requested Information

Name:_____

Current Employment

Employer:_____ Job Title:_____

Duties:_____

Please provide two work or school references:

1. Name:_____Relationship:_____

Phone:_____Email:_____

2. Name:_____Relationship:_____

Phone:_____Email:_____

CURRENT AND/OR ANTICIPATED DAILY SCHEDULE
In the space below, please provide a day-by-day breakdown of your current daily schedule, including classes, work, and other activities or responsibilities. In addition, please share any predicted schedule for the upcoming semester. If necessary, use the back of the page.
(Example = **Monday:** 7:30 kids to school; 9:00-2:00 at NWACC for classes; 2:30-8:00 work.)

Editing Test Score: _____ (to be filled in by the hiring committee)

Please be prepared to submit (upon request) a sample of your writing, art, or photography.

Submit this application **by the specified due date** to the office of Linda Long, Burns Hall 1006 (in the Communication and Arts Division near White Auditorium), phone 479/619-4331, email llong@nwacc.edu.

A sub-committee of the Eagle View Policies and Operations Committee interviews selected applicants and makes the final hiring decision, subject to approval by the full P&O Committee.