Eagle View Managing Editor Application
DUE: _____

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

Name <u>and</u> NWACC ID#:_____

Email Address(es):_____

Major/Minor: _____ GPA: _____

Emergency Contact: _____ Phone: _____

Email: _____ Relationship: _____

The successful applicant will meet the requirements and be able to fulfill the responsibilities of the position in a reasonably accurate, consistent, and timely manner. Failure to fulfill responsibilities in these ways could result in being removed from the position. Applicants may be subject to a background check.

Requirements:
- be a current student at NWACC
- set a date and attend an InDesign training session and/or take JOUR 2061 – Newspaper Layout and Design (contact Newspaper Lab Supervisor, currently Mattie Bailey at mwatsonbailey@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 12 hours; more would be better
- have work published in at least two Eagle View issues

Desired Qualifications:
- Take JOUR 1053—Fundamentals of Journalism and complete it with a "C" or better
- Take JOUR 1061—Newspaper Lab (may be taken up to three times)

Position Responsibilities (list below is representative, not inclusive):
- Abide by the Society for Professional Journalists "Code of Ethics" and Eag*le View's* established code
- Attend and sometimes lead the weekly staff meeting
- Recruit, contact, and train student staff for *Eagle View* and inspire their best work
- Assist with managing the staff, assigning stories, and meeting deadlines
- Help editor-in-chief manage the editorial content of *Eagle View*
- Offer training and assistance in story development and use of AP style
- Continue to learn and grow in personal competency and knowledge of AP style
- Help manage electronic story, photograph and graphic submissions
- Help copyedit drafts of work and "final" versions before publishing or posting
- Work with editor and graphic editor/designers to "build" the paper
- Post to, update, monitor and maintain *Eagle View's* website on a regular schedule
- Help editor monitor, respond to, and manage the paper's social media outlets
- Keep in regular contact with editor, 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, whenever held
- Maintain a positive attitude that invites and encourages student participation
- Do whatever it takes to "make the paper happen"

REFER TO THIS DESCRIPTION WHEN COMPLETING QUESTION 4, BELOW.

Application Form: Please Supply Requested Information

Name: _____

1. Explain why you are interested in serving as managing editor of *NWACC Eagle View* student newspaper:

2. What sections or elements do you like about *Eagle View*? What are some of your ideas for the paper?

3. What skills and/or work experience do you already have that you believe you can apply in the managing editor position? Alternately, what skills and experience do you hope and want to learn as part of the position?

4. Look over the position requirements, qualifications, and responsibilities provided above. In the space below, share your thoughts about being able to fulfill them. Please be honest about any uncertainties so the faculty adviser, newspaper lab supervisor, and editor-in-chief will know how to help you if you are selected:

5. What does "Do whatever it takes to make the paper happen" mean to you?

6. What else can you tell us about yourself? What do you do for fun?

Name: _____

Current Employment

Employer: _____ Job Title: _____

Duties: _____

Dates employed: _____ Location: _____

Please provide one work and one NWACC/high school reference (or two school refs.):

1. Name:_____ Relationship:_____

Phone: _____ Email: _____

2. Name:_____ Relationship:_____

Phone: _____ Email: _____

ANTICIPATED OFFICE HOUR SCHEDULE (12+ HOURS A WEEK REQUESTED):
In the space below, please provide a day-by-day breakdown of your proposed office hour schedule if you are selected Managing Editor of *NWACC Eagle View*:

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

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

Submit this application **by the specified due date** (see top of first page) to the newsroom, Burns Hall 1021, phone 479/986-4016. Email faculty adviser (currently Denise Nemec at dnemec@nwacc.edu), newspaper lab supervisor (currently Mattie Watson Bailey at mwatsonbailey@nwacc.edu), **and** Eagle View at eagleview@nwacc.edu to announce your application has been completed and is in the newsroom.

*Normally, if circumstances allow, the faculty adviser, newspaper lab supervisor, and editor-in-chief serve as the hiring committee.