

## Connector Application Instructions / Job Description

### Features Editor

Qualifications: Applicants must be a current SCAD student in good standing. Previous experience with Student Media is desired, but not required.

Deadline: Completed applications must be e-mailed in .pdf format to [atlstudentmedia@scad.edu](mailto:atlstudentmedia@scad.edu) by 5 p.m. on Tuesday, March 7, 2017. Applications turned in after the deadline will not be considered.

Additional application materials: Applicants are required to submit at least two writing samples, preferably articles previously published in The Connector, SCAN or other publication, or writing assignments prepared for class. These submissions should illustrate the best work the applicant has done and why they would be best for this position. Applicants should also submit a cover letter describing what they will bring to the job, a résumé, two professional references, and respond to these short answer questions:

- What do you want to get out of your involvement in Student Media?
- Managing deadlines can be challenging with school. How will you deal with the requirements of your job along with your coursework?
- What qualities of The Connector/SCAN do you like and why?
- Where do you usually get your news and entertainment (local, regional, or international)?

Interviews: Interview times will be assigned after applications are turned in.

### Job Description

#### General:

- Report directly to editor-in-chief.
- Plan and assign content of feature section; work with news editor to cover campus life (student organizations, USF, ICC, etc.) stories. Has good working knowledge of Associated Press and SCAD style.
- Observe all established deadlines.
- Other duties as assigned by editor-in-chief.

#### Weekly:

- Responsible for publishing three articles a week for Features (may solicit contributors).
- Bring three story pitches, with image ideas, to weekly staff meeting.
- Edit all features content and e-mail edited stories to copy editor by set deadline.
- Hold regular office hours at least four hours per week.
- Communicate deadlines to contributors.
- Work with others to secure illustrations/photos for stories.
- Work with PR director and editor-in-chief to help recruit contributors.
- E-mail contributors weekly.
- Attend all regular staff and editorial board meetings.
- Train contributors according to the contributor training guide.

#### Monthly:

- Write and publish editorial as assigned

- Write and publish a “student spotlight” feature, look at different majors at SCAD Atlanta Quarterly:
- Attend two student media events per quarter (ex: Hub promos, SCAD Days).
- Follow production schedule for SCAN release.
- Contribute at least one article to SCAN Magazine.