

SCAN/Connector Application Instructions / Job Description

News 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 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 written content of news section, which covers campus and community news; work with features editor to cover campus life (student organizations, USF, ICC, etc.) stories.
- Have 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 news articles a week for News section (may solicit contributors).
- Check local/national news for story ideas, stay updated on SCAD events/issues.
- Bring three story pitches to weekly staff meeting.
- Communicate deadlines to contributors.
- Work with Photo Editor and Illustrations Editor to secure photos/illustrations for stories.
- Edit all news content and e-mail edited stories to copy editor by set deadline.
- Work with PR director and editor-in-chief help recruit contributors for News section.
- E-mail all contributors weekly.
- Attend all regular staff and editorial board meetings.
- Hold regular office hours at least four hours per week.
- Try to bring at least one contributor to each staff meeting.
- Train contributors according to the contributor training guide.

Monthly:

- Write and publish editorial as assigned.
- Localize at least one national or international story, making it relevant to SCAD community.

Quarterly:

- Attend two student media events per quarter (ex: Hub promos, SCAD Days).
- Follow production schedule for SCAN release.

Monthly stipend: \$200