SCAN/Connector Application Instructions / Job Description

Copy Editor

Description:
The Copy Editor is responsible for upholding the standard for all written content for The Connector and SCAN. The Copy Editor works with the Managing Editor to help manage and edit all content. Applicant must have exceptional English language skills in writing, spelling, grammar and punctuation, as well as a thorough working knowledge of AP Style.

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 editor@scadconnector.com by 5 p.m. on February 26, 2024.

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 detailing credentials and what they will bring to the job, a résumé, two professional references, and respond to these short answer questions:

- Do you consider yourself a detail-oriented person or a big-picture person?
- 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?

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

Job Description

General:
- Report directly to editor-in-chief.
- Proofread all material for spelling, grammar, accuracy, clarity and compliance with Associated Press style and SCAD style for Connector website and SCAN magazine.
- Observe all established deadlines.
- Other duties as assigned by editor-in-chief.

Weekly:
- Attend all regular staff and editorial board meetings.

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