SCAN/Connector Application Instructions/Job Description

News Editor

Description:
The News Editor is responsible for reporting on topics and events relevant to the SCAD Atlanta community in a timely manner. Applicant must have strong writing skills and exceptional time management. The News Editor should also have an interest in local, national and world news.

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 describing what they will bring to the job, a résumé, one professional reference, 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?

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

Job Description

General:
- Report directly to managing editor.
- 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 managing editor and 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.
- Edit all news content and content and alert copy editor once edited stories are uploaded to WordPress by set deadline.
- Work with managing editor and editor-in-chief to help recruit contributors for News section.

- Respond to emails within 24 hours.
- Attend all regular staff and editorial board meetings.

Quarterly:

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