

# Connector Application Instructions / Job Description

## Features Editor

### Description:

The Features Editor covers events happening on campus and content directly related to students, including featured articles, student profiles, and literary submissions. Applicant must have strong writing skills, exceptional time management and an interest in student life.

### 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](mailto:editor@scadconnector.com) by the time specified on [scadconnector.com](http://scadconnector.com).

### 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?

### Interviews:

Interview times will be assigned after applications are turned in.

## Job Description

### General:

- Report directly to managing editor.
- 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 managing editor or 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 alert managing editor once articles are uploaded to WordPress by seat deadline.
- Communicate deadlines to contributors.
- Attend all regular staff and editorial board meetings.

Quarterly:

- Follow production schedule for SCAN release.
- Contribute at least one article to SCAN Magazine.