

Indiana Statesman and indianastatesman.com

Seventh Floor, Hulman Memorial Student Union
Indiana State University, Terre Haute, Ind. 47809
Phone: (812) 237-3025

Editor in Chief application — Summer 2010

When, where and how to return this application — and what happens next

- Return this application **by e-mail as a .pdf attachment** by no later than 2 p.m. Wednesday, March 17, 2010. Send to: merv.hendricks@indstate.edu.
- You may submit (separately, on paper) up to six samples of your work by the same deadline.
- Be prepared for a 20-minute interview with the Student Publications Board on Friday, March 19, 2010.

Who and what you can expect at your interview

The Student Publications Board consists of nine voting members (three students, two faculty, two administrators, two professional journalists) and four non-voting members (current Statesman editor, current student ad manager, student publications director and assistant student publications director).

When you come to your interview, you can expect that you will be afforded the chance 1) to make a brief opening statement, 2) to answer questions from the board and 3) to make a brief closing statement.

Name: _____ Local Phone: _____

Local Address:

Permanent Address (Street, City, State, Zip):

Major(s): _____

Year you will complete your degree: _____

Cumulative GPA in major: _____ Overall cumulative GPA *: _____

*** Applicants are required to possess, at minimum, a 2.25 grade-point average and otherwise be in good academic standing. This position is demanding in terms of responsibility, time and energy required.**

List here college classes you have passed (or are currently taking) in academic areas that could be

relevant to the Indiana Statesman/indianastatesman.com editor's position:

Describe here positions you have held on student publications at ISU or at other colleges and list related internships or part-time jobs. You may submit work samples (no more than six) to supplement this application.

Questions for Editor in Chief applicants

Read the editor's job description on the next page and then type your answers into this form. These answers will be vital to the Student Publications Board's grading of your abilities, philosophies and leadership potential. During your interview with the board, you may be asked to expand upon your written answers. Please keep your answers to no more than 200 words *each*. Please contain the completed form in no more than six pages.

1. Which experiences, skills and qualities qualify you to be editor?

Answer:

2. What makes you a good leader and communicator?

Answer:

3. In your view, what is the most important single role the Indiana Statesman editor should play?

Answer:

4. List the three top goals you would want see the newspaper/Web site to reach during your editorship.

Answer:

5. Describe three feature topics you would direct the Statesman/indianastatemanager.com staff to explore in its Back to School issue.

Answer:

6. How would you ensure that the paper consistently meets its summer deadlines for completion of issues and for sections within those issues?

Answer:

7. How would you recruit a news staff to work for the newspaper?

Answer:

8. What would be your overall goals for the content in the New Student Guide, Back to School and First-day-of-classes issues?

Answer:

Editor in chief's job description

Summary Description

The Indiana Statesman Editor in Chief oversees and directs the student news staff of the Indiana Statesman and indianastatesman.com in producing a printed newspaper in fall and spring semesters, in producing a regularly updated Web site and in producing special issues such as the Back-to-School edition during summer sessions.

Specific Duties and Responsibilities

1. The Editor makes final decisions about acceptability of editorial content in the Indiana Statesman and on indianastatesman.com.
2. The Editor selects sub-editors and hires (or delegates the hiring of) reporters; photographers; videographers; copy and video editors; graphic and Web designers; and any others involved in producing the news and editorial content of the newspaper and Web site. In so doing, the editor (and others delegated the authority to hire) should assure that an Equal Employment Opportunity philosophy is followed.
3. The Editor establishes and communicates to the news staff a news content plan that fully involves covering all aspects of ISU's campus community.
4. The Editor enforces newsroom production deadlines as necessary for each issue to meet a final deadline of midnight delivery of finished pages to the printer and ensure a timely posting of the newspaper content online.
5. The Editor determines guidelines to manage the newsroom's operations.
6. The Editor convenes an editorial board to determine issues upon which the Statesman should editorialize and which editorial stands to adopt.
7. The Editor consults with the student advertising manager about the size of each issue of the Statesman.
8. The Editor instructs, trains, offers advice and provides critiques to news staff.
9. The Editor, upon invitation, consults with the student advertising manager concerning matters of taste and legalities that present themselves in advertising material.
10. The Editor handles questions, suggestions and complaints from the public.
11. The Editor serves as an ex-officio member of the Student Publications Board and periodically reports to the Board on the Indiana Statesman/indianastateman.com's operations.

Compensation

The Statesman Editor in Chief is paid \$2,580 during fall and spring semesters and a pro-rated amount during the summer, depending on the length of the work period.

About your other commitments . . .

How many class hours do you plan to take during summer 2010? _____

Would you plan to work elsewhere while editor? ____ If yes, how many hours a week? _____

Do you have other commitments to academics, work or organizations that would compete with the time needed to be Statesman editor or that would pose for you a conflict of interest? If so, explain:

Acknowledgment

I have reviewed the editor in chief's job description and am willing and able to devote the time, energy and commitment required to lead the Indiana Statesman and indianastatesman.com staff. I confirm that the information provided in this application is true to the best of my knowledge. Typing my name below serves the same purpose as my signature.

Applicant's name/date
