

The USD Vista Editor-in-Chief

Job Application

Please read carefully and complete by printing or typing. Provide all information requested.
Please attach additional pages as instructed.

Please deliver the completed application to Marie Minnick in UC132 and sign up for an interview. If it is after hours, slide the application under the door.

Completed applications are due by:
March 15, 2023

Name: _____

USD ID: _____

Current
Address: _____

Permanent Phone: _____

Cell Phone: _____

Date of Birth (MM/DD/YYYY): _____ Units Expected: Fall _____

Spring _____

USD Email: _____

Expected Graduation (Month/Year): _____ GPA Cum: _____

Major(s)/Minor(s) _____

Will you be in San Diego at any time this summer?

Do you have access to a car? _____

How many hours per week are you available during the school
year? _____

If selected, are you willing to rearrange your class schedule to be in the office on Tuesdays from
5pm-8pm? _____

What other commitments/involvements will you have for the 2020-2021 school year?

What English and/or Communication courses or workshops have you taken or are currently taking that are pertinent to the position?

Course	Semester	Grade

By applying for the Editor-in-Chief position you are agreeing to uphold the responsibilities expected of the Editor-in-Chief as stated in the *Student Media Council Charter*, which include:

- Interview and select all candidates for each USD Vista editorial staff position.
- Review all newspaper content (articles and advertisements) for compliance with the Charter. (No other commitments Tuesday nights after 5pm.)
- Edit all articles for every issue.
- Facilitate the weekly writers' meeting.
- Interact regularly with the Faculty Advisor regarding content, editing and staff writers.
- Meet with the Operations Advisor monthly to review recent issues and concerns as well as plan for the future.
- Attend all Student Media Advisory Council meetings.
- Meet with the Director of Finance to establish the budget proposal and ongoing budget purchases.
- Communicate with the printing company on a weekly basis to clarify plans for that week.
- Collaborate with the other Student Media Leads to create an integrated student media product.
- Work with the Student Media Operations Manager for newspaper distribution, coordination of training, marketing, conference attendance and other operational tasks.

Qualifications and expectations:

- Applicant must be a full-time undergraduate student at the University of San Diego; i.e., be enrolled in the equivalent of no less than 12 semester hours at the time of application and continue with 12 semester hours during the term of appointment as Editor-in-Chief.
- Shall be in good standing; i.e., not be on academic or university probation.

other characteristic protected by federal or state law, unless a particular characteristic is a bona fide requirement of the position.