

# *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 5, 2025**

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): \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_

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  
5 p.m. - until print (often 8:30 p.m.)? \_\_\_\_\_

What other commitments/involvements will you have for the 2025-2026 school year?

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

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’ pitch 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.
- Shall be posted no less than a 2.5 grade point average in the semester immediately preceding selection as Editor-in-Chief and shall maintain a 2.5 grade point average during his/her entire term as Editor-in-Chief.

- Shall not graduate from the University during the term of appointment to the position of Editor-in-Chief.
- Shall not hold an elected or appointed position in the student government during tenure as Editor-in-Chief.
- Shall not have any commitments, including class, after 5 p.m. on Tuesdays (publication day).
- It is strongly recommended that the Editor-in-Chief of THE USD VISTA will have taken Comm 220 or have been involved in THE USD VISTA for a minimum of two semesters.

**Important Dates 2025 - 2026**

- March 18 – 25 – Interviews of candidates
- March 28 – Candidates notified
- March 31 – May 9 – Job shadowing, transition meeting and selection by new leadership of the remainder of their staffs
- Transition meeting – May 15 12:30-2pm
- Lead Fall Training Meeting - August 29 (9am-1pm - lunch w/VP’s, Dean, etc)

**On separate a document, please answer the following:**

1. Why is print community journalism important for a university in the 21st Century?
2. What new ideas or suggestions do you have to offer to make *The USD Vista* a more prominent student organization at USD and beyond? Please describe your vision for the organization and the role it will play.
3. What do you expect will be the most difficult challenge as Editor-in-Chief?
4. What role will *The USD Vista* play in your future?

**Please attach a copy of your most recent resume and unofficial transcript.**

I hereby certify that the answers and other information contained in this application are true and correct. I understand that any misrepresentation or omission of facts on my part will be justification for separation from *The USD Vista*’s service, if selected. I also understand that my compensation is in the form of a work-service financial aid award that may impact other aid.  
Signature Print Name Date

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Signature Print Name Date

**An Equal Opportunity Employer (EOP)**

All employment-related decisions, including but not limited to decisions relating to recruitment, hiring, promotion, transfers, benefits and any other terms and conditions of employment, will be made without regard to the employee’s or applicant’s race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, marital status, pregnancy, age, physical disability, mental disability, medical condition, covered veteran status, genetic information or other characteristic protected by federal or state law, unless a particular characteristic is a bona fide requirement of the position.