

# *USD Student Media Web Editor*

## Job Application

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

Please enclose the completed application in a manila envelope and deliver it 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 5th, 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): \_\_\_\_\_ 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?

\_\_\_\_\_

Are you available dead hours between 12-2 pm on Tuesday?

\_\_\_\_\_

What other commitments/involvements will you have for the 2025-2026 school year? (Include hours for each)

\_\_\_\_\_

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What Web Design, Engineering, Communication courses or other courses have you taken or are currently taking that are pertinent to the position you are applying for?

Course:

Semester:

Grade:

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

- Oversee operation of the website. Know how the website is built, make changes/add pages and menus
- Work with the Faculty Student Media Advisor to serve as a gatekeeper for content: exclusively manage all posting of web content, make sure posted web content is in the correct format, and feature appropriate articles on the website homepage
- Web Editor should be meeting with each lead and developing tasks and ideas for the website
- Meet with heads of all USD Media once a week to establish any problems or changes in website
- Help progress and improve website functions
- Oversee postings on website: sort through comments and filter out spam, format photos, videos, articles and other content with appropriate attribution, edit and format image and thumbnail sizes.
- Participate in all Student Media Advisory Council meetings.

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 Web Editor.
- Shall be in good standing; i.e., not be on academic or disciplinary probation.
- Shall have posted no less than a 2.5 grade point average in the semester immediately preceding selection as Web Editor and shall maintain a 2.5 grade point average during his/her entire term as Web Editor.
- Shall not graduate from the University during the term of appointment to the position of Web Editor.

- Shall not hold an elected or appointed position in the student government during tenure as Director of Finance.
- It is strongly recommended that the Web Editor will have taken Comm 220 and have experience with web development.

**Important Dates**

- March 5 – Applications due (hard copy turned in to UC 132)
- 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 sheets of paper, please answer the following questions:**

1. What new ideas/suggestions do you have to offer regarding the student media web page UofSDmedia.com?
2. What experience do you have in media?
3. What familiarities do you have with the responsibilities of this particular position? I.e. Do you know how to work with Wordpress, graphic design, coding?
4. What role do you take when you're on a team (i.e. are you a leader or a member)? Provide an example.
5. The Web Editor manages multiple staffs and projects at a time, how do you successfully manage your time and obligations?

**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 correct. I understand that any misrepresentation or omission of facts on my part will be justification for separation from the Vista's service, if employed. I also understand that employment may be contingent upon receipt of an alien registration number, verification of my birth, or any pertinent information bearing upon my employment and my continued employment.

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Signature

Print Name

Date

An Equal Opportunity Employer (EOP)

The University of San Diego is an equal opportunity employer, and does not discriminate on the basis of race, religion, national origin, sex, handicap, and marital status or status as a disabled veteran. Info provided in the application will not be used for any discriminatory purposes.