Job Description

Position Title: Editor-in-Chief, The Current

Office: Office of Student Media

Reports to: Director of Student Media

Date: 2014

Primary Purpose: The Editor-in-Chief shall oversee all of the operation of the production and publication of the University student-run newspaper, The Current. The Current is a tool to support and recognize NSU students, the Editor-in-Chief shall work to connect students to the university and highlight their efforts and accomplishments.

Essential Job Functions:

- Oversees day to day operations of The Current newspaper including but not limited to office scheduling, office protocol, office guidelines and ensure accountability where appropriate

- Oversee the publication of a weekly newspaper including but not limiting to ensuring the accuracy, fairness, and completeness of all content. In collaboration with other editors read and edits all content submitted for publication, oversee editing and layout/design of all special projects and in-depth reports, and decide the placement of content for each issue. Solicits story ideas from staff/ the general NSU community; coordinate staff assignments, review the final production prior to print for errors and corrections

- Recruits, hires, trains, supervises, and evaluates all Current staff members

- Oversees staff members with respect to their duties and responsibilities

- Cultivate student employees professional development determining strengths and weaknesses and implementing developmental programs

- Student Affairs connector: creating collaborative opportunities with various NSU departments/faculty, market/promote opportunities available to students, and become knowledgeable about resources within the division as well as the larger university community

- Develops communication channels/relationships with student body, NSU staff/faculty, and articulate the newspaper’s role to the campus and the community
Essential Job Functions (continued):

- Respond to readers concerns, complaints, and questions in consultation where applicable with the Director of Student Media
- Acts as liaison between staff/faculty advisor and staff
- Maintains communications with the faculty advisor, the Office of Student Media and Information, Dean of Student Affairs (through the staff/faculty Advisor) and possibly the University Administration
- Arranges and chairs all staff meetings
- Maintain all assessment spreadsheets
- Works directly with Director of Student Media on all administrative and operational matters
- Reassigns staff as needed to assume responsibility for unfilled staff positions accepting responsibility for certain areas where appropriate
- Attend meetings/leadership & job skill enhancement training, and perform functions as deemed appropriate by Assistant Director/Director

Qualifications

- Candidate must be in a graduate-level academic program to be qualified for a graduate assistant position
- Some computer experience and software knowledge with Word and Excel
- Prior Experience having worked in an academic journalistic position
- Excellent composition and editing skills
- Good communication skills
- Ability to meet deadlines
- Personable and proven ability to work with individuals as well as teams
- Interest in the operation of a College Newspaper
- Strong Leadership/ability to motivate others
- Good sense of humor