



Position: Editor-in-Chief, The George Street Observer

Classification: Student Employee (part-time)

Description: The Editor-in-Chief of the George Street Observer is responsible for multiple aspects of the George Street Observer, including: maintenance of production schedules, generation of sufficient revenue by the business department, thorough coverage of campus issues and events, supervision and support of GSO staff and production of a quality newspaper.

Requirements:

- Communication/Business coursework completed COMM 230 - Writing for the Mass Media (mandatory)
- Minimum of 2 years journalism experience
- Proficiency with Macintosh hardware and software
- Previous experience with Microsoft Suite, and Adobe Creative Suite (InDesign, Photoshop, Bridge, InCopy)

Pay rate: \$9.00-10.00 per hour/ based on experience

Work Hours: Up to 20 hours per week. Some night and weekend availability required

Position Begins: August 2009

Responsibilities

- Recruit, hire, train and supervise paid and volunteer staff members
- Complete mid-year and end-of-year evaluations for all paid staff members
- Develop and manage a complex budget
- Review and edit all copy prior to submission to printer
- Oversee distribution of paper to on-campus outlets
- Maintain communication with staff members, contacts and advertisers
- Hold twice-weekly editorial meetings.
- Assist with the ordering of equipment and supplies, as needed

Qualifications:

- Previous work with local media outlets or Cougar Media Network organization(s)
- Excellent communication skills – both written and verbal
- General working knowledge of office equipment (fax machine, copier, etc.)
- Ability to maintain confidentiality when required
- Ability to work autonomously with limited supervision
- Able to use human relations skills to interact with individuals from a variety of backgrounds and to exhibit a positive, helpful attitude
- Ability to work and maintain focus in a chaotic, high-energy environment

Expectations:

- Provide guidance and support to the GSO staff
- Offer assistance and advice on the general elements of writing, editing, photography, design and layout
- Possess a degree of familiarity with the policies and procedures of the business department including account tracking, ad layout and design and purchasing done on behalf of the Observer
- Attend all Cougar Media Network Executive Board and Media Board events as a voting member of both

organizations

- Meet regularly with the Assistant Director for Student Media Organizations to review current edition of the GSO and track progress of timelines/deadlines related to production and distribution
- Establish professional relationships with faculty and departmental representatives on-campus
(Communication Studies, English, Marketing and Communications, Public Safety, Student Affairs, etc.)