

Editor in Chief, *The Daily Aztec*

Name: _____ Red ID#: _____

Address: _____ Home Phone: _____

_____ Zip: _____

Alternate/Cell Phone: _____ E-Mail: _____

Major: _____ Minor: _____

GPA Overall : _____ GPA Last 15 Units: _____

Total # of Units: _____ (SDSU) _____ (other)

I. Background

Please list your experience at *The Daily Aztec* (provide dates of service and a description of your responsibilities).

Please describe any college newspaper experience other than *The Daily Aztec*:

Please describe any other newspaper or publications experience:

Please list journalism classes you have taken that have prepared you for this position:

Please list business classes you have taken that have prepared you for this position:

Please list any other college classes that you feel have prepared you for this position:

How many hours each week are you prepared to devote to this position? _____

Will you be available for the entire academic year? _____YES _____NO

In how many classes / units will you be enrolled next semester?

What other jobs or internships would you be holding while serving in this position?

II. Please submit with your application:

- **Representative examples of your work**
- **An unofficial transcript**
- **A resume that includes three references who are familiar with your newspaper experience and achievements as a journalist.**

III. Please submit with your application written responses to the following questions:

1. What is the main purpose of *The Daily Aztec*?
2. What are the responsibilities of the editor in chief to the Student Media Advisory Committee and how would you fulfill these?
3. Who do you consider the target readers of *The Daily Aztec*? How would you use content to increase readership?
4. Please write a brief description of each of the following departments of *The Daily Aztec*: editorial, news, and advertising.
5. What types of traits and skills will you look for when going through the hiring process for your editorial and art production staff?
6. What are three stories or topics that would you like to see *The Daily Aztec* cover and why?
7. What do you see as the major strengths and weaknesses of *The Daily Aztec*? How would you promote or address each of them?
8. What changes, if any, as editor in chief would you make in news coverage?
9. What *Daily Aztec* special issues do you feel are well-read and successful? What new special issues would you like to see in *The Daily Aztec*?
10. Please describe any accomplishments you have achieved, including any journalism or writing awards.

IV. Please submit with your application a written assessment of the below letter to the editor. Explain how you would deal with it in terms of use in the newspaper and potential liability to *The Daily Aztec*.

Letter to the Editor:

I'm writing about a crime beat story The Daily Aztec ran in 2012 about me being arrested for burglary and possession of drug paraphernalia. I've been applying to jobs and this story comes up whenever employers Google my name and it's making it impossible for me to get a job, and I have a big interview soon for my dream job and I know they're going to find this story. I'm not disputing that I was arrested at the time. However, I was never actually charged for any paraphernalia and the burglary charges were changed as well. Since then all charges have been dropped against me.

I'm asking if it would be possible to remove my name from the story. I made a mistake when I was in college and I've paid for it, but this story can ruin my life if I can't get a job because of it. I'm not asking you to take down the story but to simply take off my name.

Thank you,

XXXXX XXXXXXXXX

V. Please be prepared to address the following topics during the panel interview:

- **Qualifications for editor in chief**
- **Leadership style**
- **Organization skills**
- **Major challenges, if any, facing *The Daily Aztec***
- **Editorial versus advertising in *The Daily Aztec***
- **Conflict of interest**

Editor in Chief, *The Daily Aztec*

Qualifications

1. Applicants must be journalism majors who have knowledge of editorial and art production operations of a newspaper, and the Society of Professional Journalist Code of Ethics.
2. It is required that the editor has completed the following courses:
 - JMS 210 Social Media Digital Age
 - JMS 220 Writing for Mass Media
 - JMS 300 Principles of Journalism
 - JMS 310W Media Writing and Reporting
 - JMS 494 Media, Law and Ethics
3. The editor shall have knowledge of the defenses to libel: truth, fair comment and privilege and shall be able to demonstrate said familiarity in the interview.
4. The editor shall have knowledge of the Brown Act, public records/FOI, and prior restraint, CSU, SDSU, A.S. and Student Media Advisory Committee policies and procedures.
5. The editor shall be able to recognize a call for a formal correction and be prepared to respond, as the law and good judgment require.
6. Applicants are required to have one year of college newspaper experience or the equivalent; a minimum of one semester editing experience at *The Daily Aztec* is required.
7. Applicants must have completed a minimum of 60 units of college-level coursework. A cumulative GPA of 2.0 for work performed at SDSU is required. A cumulative GPA of 2.0 for all college-level work is required. Petitions to waive this grade point requirement must be submitted with the application materials. Applicants may not be on any form of disciplinary probation.
8. During the academic year of appointment, the editor is required to be an SDSU student enrolled in a minimum of six units of coursework per semester and maintain a GPA of at least 2.0.

Editor in Chief, *The Daily Aztec*

Duties and Responsibilities

Under the general direction of the Student Media Advisory Committee, the EIC works closely with the General Manager to manage the day-to-day operations and develop the strategic direction of the newspaper. The editor in chief is responsible for all editorial, advertising and art production of *The Daily Aztec*. The EIC will work in coordination with the General Manager regarding budgetary issues and production schedules, among others. However, the General Manager is responsible for establishing the budget of the newspaper.

25-30 hours per week

Attends Student Media Advisory Committee meetings and reports on all editorial issues

Chair of the editorial board

Responsible for day-to-day management of the advertising, editorial and art production staff

Works closely with the advertising director to ensure successful operations of *The Daily Aztec*

Answers university, public and student comments, concerns and questions on a timely basis

Ensures all editorial, advertising and art staff follow *The Daily Aztec*, Associated Students, Student Media Advisory Committee, advertising and university policies

Ensures that *The Daily Aztec* complies with the professional standards set forth in the Society of Professional Journalists Code of Ethics, university policies, and laws related to privacy and libel.

Attends weekly senior staff meetings and admin meetings.

Conducts weekly editorial staff meetings

Coordinates with the advertising director on the schedule and deadlines for special issues and sets the content deadlines for each day

Ensures that *The Daily Aztec* prepares and submits annual regional, state and national trade awards

Receives daily page allocations and advises editorial sections of space availability for each day's paper

Reviews copy each day before the paper runs

Prepares performance evaluations for the advertising director, managing editor and the art director

Reviews and gives final approval on all advertising, editorial and art productions staff performance evaluations, raises, and job descriptions

Must be enrolled in at least six units at SDSU