

Open Positions for The Bison Newspaper Staff:

All staff must be available to meet every Monday from 4-6 p.m. as well as all deadlines (details to follow).

Head Copy Editor:

Edit each story and layout for AP style, basic grammar, spelling, overall content and cohesion
Double-check cutlines, headlines and bylines for consistency and AP style
Communicate with Asst. Copy Editor and Editorial Assistant to make sure all stories are edited
Resolve suggested changes for edited stories
Serve as point-person for style guidance

Asst. Copy Editor:

Edit each story and layout for AP style, basic grammar, spelling, overall content and cohesion
Double-check cutlines, headlines and bylines for consistency and AP style
Communicate with head copy editor about recurring problems you see or issues with overall content in stories

News Editor:

Design of news page
Assign/select stories and photos
Present weekly story ideas for your section and others

Multimedia Editor:

Brainstorm documentary and promotional package ideas for Stu Pubs
Contribute to story idea generation and publication budget planning during staff meetings
Shoot videos, record audio, and edit recorded material for packages
Delegate to asst. multimedia editors when available
Edit videos for AP style, basic grammar, spelling, cohesion
Make sure videos are in the correct format for online publication

Opinions Editor:

Serve as second in command when the editor needs assistance or guidance
Column piece for every issue
Design of opinions pages
Assist student writers with opinion ideas/articles
Find students, faculty, staff or alumni outside of staff/class to write weekly opinion column
Present weekly story ideas for your section and others
Coordinate headshots between columnists and photographers

Sports Editor:

Column for each issue
Design of sports page
Present weekly story ideas for your section and others
Maintain a good relationship with coaches, players and offices

Keep up with Harding, local and national sports to keep articles relevant
Assign/select sports photos
Vary the use of athletes and sports from issue to issue
Secure photographs from other places (PR office, etc.) as needed

Lifestyle Editor:

Design of lifestyle page
Assign/select stories and photos
Present weekly story ideas for your section and others

Beat Reporter:

Write weekly column for either the print or web issue
Edit each story and layout for AP style, basic grammar, spelling and overall content and cohesion
Develop and maintain a campus or community beat
Communicate with the important individuals within your beat (coaches, faculty, local officials, etc.)
Responsible for a new story idea within your beat every week
Meet all deadlines

Community Editor:

Design of community page
Assign/select stories and photos
Present weekly story ideas for your section and others

Features Editor:

Design of features page
Assign/select stories and photos
Present weekly story ideas for your section and others

Editorial Asst.:

Check facts, stats, names, etc., in stories, graphics, cartoons and layouts
Edit each story and layout for AP style, basic grammar, spelling, overall content and cohesion
Double-check cutlines, headlines and bylines for consistency and AP style
Communicate with Head Copy Editor about recurring problems you see or issues with overall content in stories

Web Editor

Maintain The Link Website
Post stories for both The Bison and Petit Jean every week
Send out newsletter every week
Update the Archives page on The Link
Upload print issues to Issuu website

Head Photographer:

Assign photos to asst. photographers
Set appointments for and shoot assigned photos
Edit and crop required photos
Maintain an organized method of storing photos on the server
Aware of campus activities and photo-worthy events
Upload photos as soon as possible after any shoot
Coordinate staff and guest headshots

Asst. Photographer:

Set appointments for and shoot assigned photos
Edit and cropping required photos
Maintain an organized method of storing photos on the server
Assist the head photographer with any and all needs
Aware of campus activities and photo-worthy events
Upload photos as soon as possible after any shoot

Graphic Designer:

Design graphics for each print issue
Communicate with head photographer to plan graphics/photos each week
Be on call at deadlines to make last-minute adjustments as needed

Business Manager

Coordinate advertising efforts
Plan distribution for print issues

PR/Marketing

Coordinate social media and special events for Student Publications as well as digital advertising

Open Positions for The Petit Jean Yearbook Staff:

All staff must be available to meet every Tuesday from 4-6 p.m. as well as all deadlines (details to follow).

Head Layout Editor:

Work to provide the Petit Jean with adequate artwork and graphics
Work with the editor in chief to visualize and develop overall book theme
Work with section editors and photographers for the visualization of each section of the book
Communicate with all editors regarding graphics for each section
Keep up with design trends and newspaper layouts to keep graphics current

Asst. Layout Editor:

Assists Layout Editor in all tasks to provide the Petit Jean with adequate artwork and graphics
Keep up with design trends and newspaper layouts to keep graphics current

Head Copy Editor:

Edit each story and layout for AP style, basic grammar, spelling, overall content and cohesion
Communicate with Asst. Copy Editor and Editorial Assistant to make sure all stories are edited
Resolve suggested changes for edited stories

Asst. Photographer:

Set appointments for and shoot assigned photos
Edit and cropping required photos
Maintain an organized method of storing photos on the server Assist the head photographer with any and all needs
Aware of campus activities and photo-worthy events
Upload photos as soon as possible after any shoot

Asst. Copy Editor:

Edit each story and layout for AP style, basic grammar, spelling, overall content and cohesion
Communicate with head copy editor about recurring problems you see or issues with overall content in stories

Editorial Assistant:

Check facts, stats, names, etc., in stories, graphics, cartoons and layouts
Edit each story and layout for AP style, basic grammar, spelling, overall content and cohesion
Communicate with head copy editor about recurring problems you see or issues with overall content in stories

Student Life/International Editor:

Design and manage content of the Student Life and International sections
Help and answer questions of student writers
Present weekly story ideas for your section and others
Assign/select photos
Create headlines and captions for each page
Communicate with the CAB and SA office to have relevant campus information Communicate progress and story selections with assistant editor

Academics Editor:

Design and manage content of the Academics section
Help and answer questions of student writers
Present weekly story ideas for your section and others
Assign/select photos
Create headlines and captions for each page
Communicate with each department on campus to have up to date information for the book
Communicate progress and story selections with assistant editor

Social Clubs Editor:

Design and manage content of the Social Clubs section
Help and answer questions of student writers
Present weekly story ideas for your section and others
Assign/select photos
Create headlines and captions for each page
Communicate with each social club on campus to have up to date information for the book
Communicate with the Dean of Social Clubs Set up social club photos during Club Week and coordinate times between each club and photographers
Communicate progress and story selections with assistant editor

Athletics Editor:

Design and manage content of the Athletics section
Help and answer questions of student writers
Present weekly story ideas for your section and others
Assign/select photos
Create headlines and captions for each page
Communicate with each sports team, coach and players on campus to have up to date information for the book
Secure photographs from other places (PR, etc.) as needed
Communicate progress and story selections with assistant editor

Organizations Editor:

Design and manage content of the Organizations section
Help and answer questions of student writers
Present weekly story ideas for your section and others Assign/select photos
Create headlines and captions for each page
Communicate with the Student Life office to have relevant campus information
Communicate with each organization at the beginning of the year to determine officers, activities, etc.
Communicate and maintain relationships with each campus academic organization throughout the year
Set up organization photos during the year and coordinate times between each organization and photographers

People Editor:

Design and manage content of People section
Help and answering questions of student writers
Present weekly story ideas for your section and others
Assign/select photos
Create headlines and captions for each page
Discover interesting stories about students representing each classification Communicate progress and story selections with assistant editor

Leadership Editor:

Design and manage content of the Leadership section

Help and answer questions of student writers

Present weekly story ideas for your section and others

Assign/select photos

Create headlines and captions for each page

Communicate with each office on campus to have up to date information for the book Maintain a good relationship with administrative staff, faculty and staff on campus Coordinate faculty and staff mug shots

Communicate progress and story selections with assistant editor