

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).

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

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 mug shots between columnists and photographers

News Editor:

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

Features Editor:

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

Sports Editor:

- Column for each issue
- Design of sports pages
- Find students, faculty, staff or alumni outside of staff/class to write weekly sports opinion column
- 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
- Delegate to assistant sports editor

Asst. Sports Editor:

Help sports editor in designing sports pages

Assist writers who contribute to the sports pages by offering suggestions

Present story ideas for your section and staying up to date with Harding, local and national sports

Maintain a good relationship with sports offices, coaches and players

Assign/select sports photos

Coordinate sports columnist mugs with photographers

Secure photographs from other places (PR, etc.) as needed

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 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

Communicate with head copy editor about recurring problems you see or issues with overall content in stories

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 maintaining a campus 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

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

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 Editor:

Design and content of the Student Life 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 CAB and SA office to have relevant campus information
Communicate progress and story selections with assistant editor

Academics Editor:

Design and 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 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 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 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

Asst. Organizations Editor:

Coordinate all group photos for 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 maintaining relationships with each campus academic organization throughout the year
Set up organization photos during the year and coordinate times between each organization and photographers
Communicate progress and story selections with assistant editor

People Editor:

Design and 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 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

Open Positions for The Link Online News Site Staff:

All staff must be available to meet every Tuesday from 3-4 p.m. as well as all deadlines (details to follow).

PR/Marketing Director and Assistant:

Administrator of all social media networks
Plan and execute Stu Pub events including, but not limited to, the Bison launch, Homecoming, portraits, distribution In charge of producing all marketing and promotional activities for events, etc.
Work with both editors to determine campus awareness goals for the year
Stay in tune with campus happenings involving students and staff
Write a weekly online column or blog post
Write press release for Stu Pub achievements and activities to be distributed locally and to Harding's campus
Work with web editor to coordinate online messages
Create and maintain relationships with other departments/individuals
Create in-house marketing materials such as brochures, chapel slides, videos, etc.
Organize all ad sales and placement and oversee financial operations of the publication
Call on local businesses to sell advertising for each issue and to determine the needs of the advertiser
Work to ensure accurate placement and billing of ads
Coordinate the amount of advertising with the page allotment by the editor each week
Create appropriate advertisements for clients and getting approval of these ads before placement
Keep a ledger of all accounts
Go through mail and faxes to keep current with advertisers and subscribers
Be available at all times for advertisers needs

Multimedia Editor:

Brainstorm documentary and promotional package ideas
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