

**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