



Associated Students of Whitworth University

Job Description

Natsihi Editor

Natsihi Editor

8 months

60 hours/month

Minimum Wage

The Natsihi editor shall:

- a. Be responsible for overall production and promotion of the yearbook
- b. Delegate assignments, lead class meetings, and enforce deadlines
- c. Plan production and organize the ladder diagram with the help of section editors
- d. Design and/or write the opening and closing sections, table of contents, title page, division pages, and the cover and end sheets
- e. Stay up-to-date with yearbook technology and trends
- f. Maintain weekly contact with the faculty advisor as part of JMC 447 (Editorial Practice)
- g. Attend all Media Committee and Assembly meetings and the GE 330 leadership class
- h. Be prepared to accept competing bids from yearbook companies should the situation warrant, and work loosely with the chosen company's representative, meeting all obligations with the company
- i. Prepare budget for the upcoming year in conjunction with the past year's editor
- j. Hire, train, and work with all assistant editors to coordinate effective staff meetings and work production
- k. Attend the spring leadership retreat and the fall leadership retreat which begins approximately one week prior to the commencement of the fall semester.
- l. Serve on at least one committee approved by ASWU.

The Natsihi editor shall possess the following qualifications:

- a. Have personnel management skills, especially the ability to supervise others, assist in training, encourage the staff, and delegate responsibilities;
- b. Knowledge and experience with publishing software (InDesign);
- c. Knowledge and experience with layout, word-processed copy, and appropriate production terminology;
- d. Have grammar and language skills adequate for thorough proof-reading and consistency checks;
- e. Good organizational and time-management skills;
- f. The ability to work under the pressure of constant deadlines;
- g. Be an undergraduate enrolled in at least 12 semester units.