



Associated Students of Whitworth University

Job Description

Whitworthian Editor-in-Chief

Whitworthian Editor in Chief

8 months

80 hours/month

Minimum wage

The Whitworthian Editor in Chief shall:

- a. Select, train, and manage staff of the Whitworthian
- b. Supervise all production of the newspaper, both in-print and online editions, including editing, content and layout
- c. Manage the newspaper's business affairs including: developing a budget proposal for next school year in the spring, keeping the newspaper on budget for the school year, insuring that the advertising quota is met for the school year
- d. Attend bi-monthly meetings with the executive vice-president of ASWU
- e. Lead weekly staff meetings and editorial meetings with staff advisor present
- f. Possess knowledge of libel laws
- g. Serve as a member of the Media Committee
- h. Attend all Assembly meetings and the GE 330 leadership class each semester
- i. Meet periodically with the staff advisor
- j. Attend the spring leadership retreat and the fall leadership retreat which begins approximately one week prior to the commencement of the fall semester.
- k. Serve on at least one committee approved by ASWU.

The Whitworthian Editor in Chief shall possess the following qualifications:

- a. Knowledge and experience with layout, copy, and appropriate production terminology and technology
- b. Knowledge of Adobe InDesign and Adobe Photoshop
- c. Knowledge of online journalism: blogs, reader commentary, and convergence.
- d. Group dynamics and management skills, especially with the training of staff, delegation of responsibilities, and follow-up of delegation
- e. Time management skills and great organization skills
- f. The ability to make connections with all aspects of the campus and the Spokane community for newsworthy items
- g. Knowledge of the workings of ASWU and compliance with the ASWU code of conduct
- h. The ability to produce a weekly newspaper in keeping with the quality and integrity of the mission of Whitworth University.
- i. Be an undergraduate enrolled in at least 12 semester units.