



THE CRESCENT EDITOR-IN-CHIEF

Marketing & Communications

DESCRIPTION

This individual is responsible for the publication of the ASC newspaper. They will work with the Assistant Editor in selecting Section Editors and reporters. They will determine feature stories, may write articles, and see that *The Crescent* complies with the paper's editorial policy. They also do the final pre-press check of the paper.

QUALIFICATIONS

This individual should have good writing ability, management skills, organization, motivation, and editing skills. He or she should be able to work as part of a team, have the ability to express opinions in editorial writings, and be interested in communications or journalism as a profession (preferred). This individual should have either some course work in journalism/writing or some newspaper experience at the college level. The Crescent Editor-in-Chief and Assistant Editor form a close working team. Journalism and computer layout experience are vital.

Applicants must be full-time students (minimum of 12 credit hours) in good standing with George Fox University for the duration of the time they hold their position. A minimum cumulative GPA of 2.5 is required at the time of application and must be maintained for the duration of the position.

RESPONSIBILITIES

- Meet with the Assistant Editor and Advisor as necessary
- Coordinate staff training and development with Assistant Editor and Advisor
- Conduct staff meetings at least twice a month
- Maintain general communication with the staff to insure that the process runs smoothly and that the staff is performing as expected
- Meet with prospective students who are interested in being involved with the campus newspaper
- Be available to write articles if needed
- Make final reviews and proofread the paper before it goes to press
- Make final publication of articles on the website Monday-Friday
- Maintain the upkeep of the Crescent website

APPLY ONLINE – ASC.GEORGEFOX.EDU

- Be responsible for integrating the Editorial Policy and the GFU Value Statement into the paper so that it upholds George Fox University's Christ-like mission
- Work with Business Manager to make purchasing decisions and to keep a balanced budget
- Meet with the ASC Communications Director at least twice a month
- Attend all required meetings, staff training times, and optional events as schedule permits
- Abide by all GFU community lifestyle standards as outlined in the Student Handbook

TIME COMMITMENT

- 12-15 hours per week on average (layout days may increase time)
- 3-5 scheduled office hours and meetings with the Assistant Editor and Communications Committee
- For payment inquiries, visit the ASC offices