



Falcon Editors (10 positions)

Time Requirement: 10-20 or more hours a week

Compensation: To be determined

Learning Outcomes

As a result of serving in this role, students will be able to ...

- Manage a large team toward a common purpose.
- Work collaboratively to report, write and edit stories on deadline pressure for both print and web publication.
- Work collaboratively to post material on website and social media
- Display sound judgment when faced with difficult ethical choices.
- Demonstrate how to use freedom with responsibility and care.

Career & Vocation Match

This position is open to students of all majors and career interests. However, this role may be a great fit for those desiring experience in journalism, online media, photography, design.

JOB DESCRIPTION

Falcon Mission Statement: *The Falcon is an independent student newspaper dedicated to presenting unbiased and accurate information to the community of Seattle Pacific University. We are committed to transparent and comprehensive reporting on the community and all the diverse narratives it holds.*

What does *The Falcon* do? Publish weekly print newspaper, plus additional work for website and social media.

The Falcon: The Following positions are covered in this application:

1. News Editor
2. Assistant News Editor
3. Features Editor
4. Opinions Editor
5. Sports Editor
6. Photo Editor
7. Copy Editor
8. Multimedia Editor
9. Layout Editors (two positions)

Everyone is encouraged to apply for multiple positions. The online application on OrgSync will allow you to rank your preferences.

All editor positions share some common requirements and expectations, as outlined in the Guidelines for Student Media:

1. They are responsible to the Editor-in-Chief.
2. They are to follow all policies for student media, as outlined in the Guidelines for Student Media.
3. Participate in any in-service education/training.
4. Attend regular staff meetings and critique sessions.
5. Demonstration of appropriate skills and/or experience.
6. Applicants must have a cumulative grade point average of 2.75 or higher.
7. Candidates must exhibit a lifestyle consistent with the institution's statement of faith, as found in the University Catalog under "Our Mission."
8. Support for the mission of Seattle Pacific University.
9. Attend the annual Leadership Conference, which takes place each September before other students return to campus to begin Fall Quarter.

The Editor-in-Chief has authority, in consultation with adviser and with approval of Board of Student Media, to adjust scholarships for editor positions, in accordance with Article VI, Section 7 of the ASSP Constitution and Bylaws.

Additional Expectations for All Editors

All editors are required to attend editor/staff meetings each Thursday evening as well as production nights each Monday and Tuesday evening in The Falcon Office. News, Assistant News, and Sports Editors are the only editors not required to attend production nights on Monday evenings because their sections are not laid out until Tuesday. On production nights editors communicate back and forth, coordinating to proof and finalize all stories before print. All section editors (News, Features, Opinions and Sports) write headlines, subheads and photo captions for the stories in their section on production nights with the assistance of the Editor-in-Chief after they are laid out.

Level of Responsibility

Article VI, Section 7 of the ASSP Constitution and Bylaws outlines criteria for evaluating and ranking the degree of responsibility that comes with position of student leadership, including the work of Falcon Editors.

By publishing both in print and online and interacting with our audience on social media, The Falcon reaches more than 1,000 readers on weekly basis. The Falcon tells stories that can have a significant impact on campus life. Recent stories that received significant readership included the death of a student returning from protests in the Midwest; numerous forums and public debates involving issues of race, ethnicity and diversity on campus; and coverage of student reaction to the recent presidential election. The Falcon's best work prompts campus conversation and reflection as the paper tells the stories of students, staff and faculty. And when news breaks, editors must be prepared to adjust their schedules and work on deadline to bring news to students in a timely manner. This can require great flexibility and dedication that can easily go unnoticed by members of the SPU community. Finally, while The Falcon's work fits very well within the educational mission of SPU, the editors and staff enjoy editorial independence. Editors are expected to follow guidelines for editorial content as outlined in the Guidelines for Student Media, but neither student government, the administration nor the faculty adviser exercise pre-publication review of stories and photos. At the same time, Falcon editors are expected to accept feedback from the community and pursue conversation with students from all backgrounds.

Specific Duties of Editor Positions

Copy Editor reads all articles before they are submitted to layout and then once again after they are on the page. They are required to have an intimate knowledge of Associated Press Style and a great attention to detail. They edit for both fact and form and work closely with the other editors to reformat stories, caption, headline and cut or add content to make the stories fit in their allotted space. The copy editor completes most of this work on Monday and Tuesday nights (production nights) but will also edit on Sundays or weekdays for online stories and breaking news as well.

News Editor supervises all writers in the News section, assigns stories each week to writers, writes stories (often covering breaking news with 24-hour deadlines), keeps up to date with campus news and events, and assists in editing stories on Tuesday evenings. Much of the News section involves deadline stories, so the editor aids their writers in producing quality work within a tight turnaround and how to manage the pressure.

Assistant News Editor is expected to cover ASSP Senate meetings each Monday, assist with editing stories and writing headlines on Tuesday evenings, and assist on other reporting/writing projects.

Features Editor oversees all writers in the Features section, is responsible for both assigning and writing weekly stories, and being aware of on and off campus events. The features editor stays up to date on issues surrounding pop culture, art, history and human interests. Majority of events covered in the Features section take place over the weekend. It is the job of the features editor to edit articles as they come in and have them ready for layout on Monday nights. The Features Editor is in the office on both Monday and Tuesday nights.

Sports Editor oversees all writers in the sports section, assigns stories to writers each week (usually one writer per sport), writes stories occasionally, keeps up to date with sports news on campus, covers news outside the teams' activities, attends home games (or has a writer attend), edits articles, and is present in the office on production nights.

Opinions Editor oversees all the writers in the Opinions section, is responsible for both assigning and writing weekly stories, and remains aware of relevant events occurring locally, nationally, and internationally. The Opinions Editor must be open-minded and able to create a non-biased space for writers to express themselves. It is not the job of the Opinions Editor to shape opinions, but instead mold writers that can clearly explain themselves. The Opinion Editor must be present on both production nights for headlining and general questions and with the weekly Thursday meetings.

Photo Editor reviews all photos published in the physical and online paper and manages photographers. The photo editor is responsible for effectively coupling visual communication and the corresponding article. It is important for this position to maintain a high level of consistency and speed with communicating with other section editors, the Editor-in-Chief, and staff photographers. Given the demands of communication, the photo editor must be flexible and persistent when contacting subjects, editors and staff. The editor must also be well-versed and competent with photographic terms and techniques. Most importantly, they must be able to consistently produce quality and effect visuals to support the written work in the paper.

Layout Editors are expected to design pages for the print edition each week. They work at The Falcon office during the evening on Monday (laying out features and opinions) and Tuesday (laying out news, sports and whatever else it takes to finish the paper). Typically, each layout editor needs to do between 2-4 pages of the paper each night. They need to be aware of placement of stories, headlines, photos, ads, and other components for each page while considering elements of design. In order to meet deadlines, it is crucial to have a two-person team of layout editors that can work together to find layout solutions to complicated problems and to split the load of either 12 or 16 pages each week, depending on the content. With the oversight of the Editor-in-Chief, it is the responsibility of layout editors to submit the finalized PDFs to the printer by Tuesday evening and no later than 2 a.m. on Wednesday. This position requires some level of visual literacy and experience with Adobe InDesign.

Multimedia Editor oversees The Falcon Online website, making design changes as necessary and ensuring the website functions properly. They monitor traffic to the website and track which stories are being read the most. In addition, the editor is in charge of all social media accounts and is expected to post weekly content on these sites (Twitter, Facebook, Instagram). Working with the photo editor, Instagram is used to showcase photos not used in the print or online version of the paper. It is necessary that this editor coordinate with all section editors to get all print content online as well as online exclusive content. When needed, the multimedia editor is asked to assist with other stories whether written or shot in video. The multimedia editor also proofs all stories on production nights.