



Falcon Editor-in-Chief

Time Requirement: 20 or more hours a week

Compensation: \$6,000 for academic year (pending approval)

Learning Outcomes

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

- Manage a large team toward a common purpose.
- Report, write and edit stories on deadline pressure for both print and web publication.
- Display sound judgment when faced with difficult ethical choices.
- Demonstrate how to use freedom with responsibility and care.
- Represent an organization in its dealings with a larger community.

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

Purpose: *The Falcon is committed to accurately reporting the diverse narrative of our community. As an independent student newspaper we pursue transparency and integrity.*

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

The Falcon: Editor-in-Chief

The editor-in-chief must supervise a staff of 10 editors, one business manager, and several dozen staff members in production of 26 editions of the weekly newspaper throughout the year. In addition, the following responsibilities are assigned to editors-in-chief in the Student Media Guidelines:

- a. Assume general supervision and responsibility for the publication;
- b. In cooperation with the Faculty Advisor, implement student media organization policies, functions and standards as recommended by BSM, approved by the President's Cabinet and outlined in this document.
- c. Strive to maintain consistent integrity and professionalism, and monitor the work of staff to ensure it meets the same standards;
- d. In conjunction with the Business Manager and Faculty Advisor, oversee the publication's financial operations, including:

1. Prepare a preliminary annual budget request to provide for beginning publication in Autumn Quarter and present to the Faculty Advisor on or before the third week of April for review by the Board of Student Media;
 2. Present the preliminary annual budget request to the ASSP Senate on or before the first week of May for approval;
 3. After the completion of Autumn Quarter registration, prepare a final budget request and present to the Faculty Advisor by the end of the second week of Autumn Quarter for review by the Board of Student Media;
 4. Present the final budget request to the ASSP Senate by the end of the third week of Autumn Quarter for approval;
 5. Contract with a printer to print the paper (all contracts must be signed by the ASSP Vice President of Finance or his/her designate and the Vice President for Student Life or his/her designate);
 6. Produce the publication within the budget approved by the ASSP Senate;
 7. Prepare a budget status report at the end of each quarter and present to the Faculty Advisor for review by the Board of Student Media;
- e. In conjunction with the Faculty Advisor, interview, hire and/or dismiss Sub-Editors and other staff members;
 - f. Evaluate and inform Sub-Editors and staff members of the level of their performance of assigned responsibilities;
 - g. Preside at staff meetings;
 - h. Be responsible for production of the publication and procurement of advertising on schedule;
 - i. Discuss with the Faculty Advisor, before publication, material that might violate the editorial policy established in this document.

Qualifications (from Guidelines for Student Media Organizations at SPU)

The Editor-in-Chief of the *Falcon* shall meet the following qualifications:

- j. Prior to application, full-time enrollment (12 credit hours or more) at Seattle Pacific University for at least three quarters, with a cumulative grade point average of 2.75 or higher, and are subject to disqualification from this position if on probation of any sort;
- k. Candidates must exhibit a lifestyle consistent with the institution's statement of faith, as found in the University Catalog under the section "Our Mission";
- l. Before term of office begins, completion of six credits of journalism or equivalent with a grade of 2.5 or higher;
- m. Publications experience, including at least three quarters as reporter or Sub-Editor for the *Falcon*;

- n. Demonstrated skills in writing, editing and layout, as well as commitment to journalistic codes of ethics;
- o. Proven ability to provide leadership, use sound judgment and meet deadlines;
- p. Support for the mission of Seattle Pacific University and evidence of involvement in the campus community;
- q. During tenure in office, enrollment at Seattle Pacific University for a minimum of 12 credit hours and maintenance of a 2.75 grade point average.

In the case of an outstanding candidate who does not meet the GPA, training or experience requirements, BSM has the right to accept alternate credentials provided that the candidate's overall qualifications are consistent with or exceed the standards outlined above. At the same time, BSM must ensure that all candidates satisfy the minimum requirements for all elected officers and service compensation recipients for ASSP, as stated in Article I, Section 1, of the ASSP Constitution and Article III, Section 7, of the ASSP Bylaws.