

**APPLICATION FOR
STUDENT MEDIA LEADERSHIP POSITION
Managing Editor of the Marquette Tribune
ACADEMIC YEAR: 2015-2016**

Position Description:

- Oversees the operations of the Marquette Tribune newspaper at Late Night (Wednesday from 5pm-1:30am-ish).
- Establishes an ethical and fair newspaper with quality, award-winning, timely content that engages students and faculty.
- Keeps in constant contact with the printer and sends the printing budget, which may vary from 16-20 pages.
- Connects with the sales manager to determine the number of advertisements going in the paper.
- Third reads stories for every section, every day of the week, but mostly on Late Night.
- Handles various administrative work that includes submitting content for every collegiate journalistic competition (SPJ, WNA, etc.) and managing the entries elected.
- Uploads the electronic version of the paper every Thursday and manages our Issuu.com page.

Essential skills for the position:

Organized,
Familiar with AP Style,
Strong writing/grammar skills,
Ability to remain calm in stressful situations,
Level-headed,
Excellent communication skills,
Collaborative approach to solving problems,
Ability to manage peers,
Impactful leader,
Effective communicator,
Collaborator,
Detail-oriented.

The **deadline** for submission of all materials is **Friday, October 16 by 12:00 p.m.** **Email applications to Erik Ugland**, chair of the Board for Student Media. Applications will be screened immediately upon receipt. (Erik.Ugland@mu.edu)

The following materials are required for all applications:

- a completed application form,
- a resume,
- a cover letter to members of the Board for Student Media explaining why you are the best candidate for this position,
- Optional: additional materials that support of your application (e.g., letters of recommendation, portfolios, links to personal and/or professional web sites, PDFs, etc.)

In addition, you must be available to serve in this position for the remainder of fall semester and all of spring semester. Also, students in this leadership position MAY NOT have an INTERNSHIP while holding this student media leadership position, due to the time that is required. This position needs to be your #1 priority. If it is not, please do not apply.

Dr. Erik Ugland will contact all applicants with more information and to arrange interviews, if necessary, with finalists for the position.

STUDENT MEDIA LEADERSHIP APPLICATION

POSITION SOUGHT: _____

TOP THREE SKILLS YOU POSSESS FOR THIS POSITION: _____

NAME: _____

ACADEMIC MAJOR: _____

MINOR: _____

OVERALL GPA: _____ GPA IN MAJOR: _____

YEAR IN COLLEGE: _____

E-MAIL: _____

CELL PHONE: _____

Which of the following courses have you taken?

- | | |
|---|---|
| <input type="checkbox"/> Media Law | <input type="checkbox"/> Media Ethics |
| <input type="checkbox"/> Production Techniques (2205) | <input type="checkbox"/> Intermediate Digital Media Production (2250) |
| <input type="checkbox"/> Radio Programming | <input type="checkbox"/> Script and Continuity |