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**APPLICATION FOR MARQUETTE WIRE ASSISTANT SPECIAL PROJECTS EDITOR**

Academic Year: 2018-2019.

Applications will be accepted until Tuesday, Jan. 22 at midnight.

Applications should be emailed to executive projects editor Matt Martinez at [matthew.martinez@marquette.edu](mailto:matthew.martinez@marquette.edu) and Journal managing editor Aly Prouty at alyssa.prouty@marquette.edu.

You will receive an email shortly after you apply regarding your interview time. If you are studying abroad, a telephone or Skype interview can be arranged.

Materials to submit include:

- Attached form

- Résumé

- Typed responses to the questions below

- Writing and/or multimedia samples

Best of luck and thank you for your interest in Marquette Student Media.

**Position Purpose:**

Theassistant special projects editor supervises, pitches and contributes content for the projects desk across all Wire platforms, with a special emphasis on Journal-related content. This includes orchestrating and contributing to a long-term project series that will kick off in the Journal, as well as content for each section of each edition of the magazine. This position reports directly to the executive projects editor and the managing editor of the Marquette Journal.

**Nature and Scope:**

The assistant special projects editor is expected to be knowledgeable about issues and events important to Marquette and higher education, have excellent projects reporting, editing, organizational and communication skills. They are expected to have a magazine-oriented mindset, seeking to prepare long form content best suited for the Journal as opposed to daily/weekly news. Strong multitasking skills are required, as is an attention to detail and ability to see the big picture when managing large amounts of content. Enthusiasm, teamwork and personal initiative are also an important part of this job.

The assistant special projects editorworks in conjunction with the executive projects editor and managing editor of the Marquette Journal to create and supervise projects content for all platforms of the Marquette Wire. They will work closely with the Journal editor on a regular basis.

Commitment to Journal production days is required. Production duties include editing stories for content and grammar, discussing edits with reporters, and writing headlines and captions. The **a**ssistant special projects editormay also be asked to help report or edit projects pieces that will exclusively run in the Tribune or online Wire site.

S/he is expected to create and maintain a professional, upbeat learning environment.

Attendance at Wire all-staff meetings is required for this position.

**Assistant Special Projects Editor Application**

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POSITION APPLYING FOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ACADEMIC MAJOR:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MINOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OVERALL GPA: \_\_\_\_\_\_\_\_\_\_\_\_\_GPA IN MAJOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

YEAR IN SCHOOL\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-MAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CITY:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

STATE/ZIP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Questions**

1. What work within student media has prepared you for this leadership role, and what do want to accomplish if chosen?
2. Please provide a critique of the projects desk’s content in the most recent issue of the Marquette Journal. How do you plan to improve the quality and presentation of content?
3. Explain your conflict-resolution style and how you would handle disputes at all levels of student media.
4. What ideas do you have for new or continuing projects series in the upcoming Journal? How would you incorporate multimedia content into your planning?
5. What makes you the best candidate for this job?