



**APPLICATION FOR
EXECUTIVE DIRECTOR OF THE
MARQUETTE WIRE
ACADEMIC YEAR: 2026-2027**

Position Description:

The executive director oversees all facets of the Marquette Wire, which includes the Marquette Wire news website (marquettewire.org), the Marquette Tribune, the Marquette Journal, MUTV, Marquette Radio and all advertising and business operations.

The executive director works closely with the Director of Student Media on planning, budgets, training, critiques, workshops and other matters. He or she collaborates with the other media leaders to coordinate content and workflow across the various student media platforms.

The Executive Director will promote, propose and monitor collaboration between our media outlets to

create multimedia content to drive traffic between platforms. This will offer more challenging opportunities to our reporters and content producers, as well as a more compelling experience to our readers, listeners and viewers.

The executive director is assigned office 206AB, where he or she will conduct business related to the administration of The Marquette Wire. He or she should hold meetings in the newsroom, program office hours, and encourage the rest of the staff to do so. The objective is to bring staff together in person, to foster collaboration and creativity.

The executive director serves as the chief spokesperson for student media and as a liaison with other people and groups on campus, including the University Board for Student Media.

Some of the other duties of the position include: overseeing all hiring and staff training, leading weekly meetings with outlet directors and Director of Student Media, organizing all-staff meetings and determine their frequency, resolving disputes at all levels of student media, and working with the other student

media leaders and the Director of Student Media to establish goals and to develop and implement plans for the organization.

The **deadline** for submission of all materials is Sunday, March 29, at 11:59 PM. **Email applications to Kris Holodak**, Chair of the Board for Student Media, at Kristin.holodak@marquette.edu *copying Juan Carlos Ampie, Director of Student Media. Late applications will not be accepted.*

The following materials are required for all applications:

- a completed application form,
- answers to the application questions,
- a resume,
- a cover letter to members of the Board for Student Media explaining why you are the best candidate for the position,
- additional materials that support of your qualifications for the position you are applying for (these can include 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 Fall 2026 and Spring 2027 semesters. Also, students in this leadership position MAY NOT have an INTERNSHIP while they are holding the executive director position, due to the time that is required for this position.

Also, it is required that applicants have completed the college-required courses in Media Law and Media Ethics.

Candidates will be interviewed by members of the Student Media Board. You will be contacted by the Chair of the Student Media Board regarding your interview time and date.

EXECUTIVE DIRECTOR APPLICATION

NAME:

ACADEMIC MAJOR:

MINOR:

OVERALL GPA:

GPA IN MAJOR:

YEAR IN COLLEGE:

E-MAIL:

CELL PHONE:

What are the top three skills you possess for this position?

Which courses pertaining to journalism and content creation have you taken?

Other types of coursework that may be relevant to a specific position (beyond MU core):

Sciences:

Business/Economics:

Computer Programming/Engineering:

Other (and why):

Please respond succinctly as possible to each of the following:

1) How would you assess the current student media structure? What would you like to change or improve?

2) What work within student media has prepared you for this leadership role?

3) Describe your overall management style, how you handle interpersonal conflicts and how you motivate and support co-workers or others.

4) What is your overall vision for student media and what specific things would you hope to accomplish if chosen?

5) What strategies or steps do you think need to be taken (in terms of content or promotion) to make

Marquette students aware of student media and to keep them engaged throughout their time here?

What to Expect at the Student Media Interview

The interview will involve voting members of the Board for Student Media, which consists of representatives from the College of Communication, the College of Arts and Sciences, the Jesuit community, MUSG, the Graduate School and the Provost Office.

Relevant student media managers and advisers have the opportunity to offer feedback on the candidates to the board. However, they do not have a vote.

There will be a discussion on the candidates and the board will vote, via a closed ballot. The individual who receives the majority of the votes will be awarded the position. Proxies will not be accepted. Each board member must be present to vote.

Students will be informed of the decision by the Chair of the Student Media Board, as soon as a quorum of the Board has voted, which is typically at the conclusion of the interviews.

Tips:

Dress professionally. The board considers this a high profile, professional position so dress the part to the best of your ability.

You may want to bring along a copy of your application and resume to reference when board members ask questions.

Arrive at least 10 minutes early to the interview.

Please wait outside the room until your name is called.