

Henry Ford College

## Job Announcement

### Student Editor of The Mirror News



#### **Primary Responsibility:**

The Editor of The Mirror News shall be responsible for the production of the student newspaper and the direction of those responsible for the news, editorials, design, and business aspects of the newspaper.

#### **Directly Responsible to:**

The Student Newspaper Board.

#### **Duration of Position:**

Position terminates at the end of each winter semester.

#### **Qualifications:**

Minimum 3.0 cumulative grade point average at Henry Ford College or previous high school and/or collegiate program. It is preferred that the applicant have previous newspaper experience. Student must be enrolled in a minimum of six credit hours in order to be eligible for campus employment. Editor cannot maintain concurrent position in Student Council.

#### **Compensation:**

The Editor in Chief will be reimbursed up to 12 credits (in-district), 9 credits (out-district), or 6 credits (out-of-state or international) per the college's tuition calculator (<https://www.hfcc.edu/tuition-and-payment/calculator>) per semester for fall and winter (and spring depending on available funds). The Editor will be paid the current student employment rate for the allowed maximum number of hours per week.

#### **Specific Duties/Responsibilities:**

1. Attend scheduled Mirror News meetings and Student Newspaper Board meetings as an ex-officio member.
2. Recruit, organize, and supervise a newspaper staff for writing, editing, photography, graphic design and business management positions. Inform staff of necessary qualifications as outlined in The Mirror News Staff Agreement, which a staff member must sign before his/her appointment.
3. Meet with staff on a weekly basis to plan the content of the paper and delegate assignments.
4. Direct work of the staff members, including writers, photographers, layout editor, online editor and business manager.
5. If necessary, remove any member of the staff with sufficient reason subject to the normal appeal procedure developed by the Student Newspaper Board.
6. Be responsible for all material appearing in the student newspaper.
7. Work with the Faculty Advisor to develop and implement a newspaper budget for the academic year.

8. Work with staff members to prepare and participate in the annual Michigan Community College Press Association conference and competition.
9. Respect the rights, confidences, and opinions of others; understand and abide by the college's code of ethics.
10. Operate within the general policy framework of the college.
11. Assure that personal beliefs, opinions, interpretations or other editorial comments shall appear only on the editorial page and be clearly labeled as such.
12. Assure that news reporting is accurate, truthful, impartial, and made without editorial comment and that appropriate source documentation is provided.
13. Be responsible or delegate responsibility for the camera equipment, computers and any equipment associated with the newspaper office.

### **TO APPLY FOR STUDENT EDITOR-IN-CHIEF POSITION**

Please submit the following materials to the Faculty Advisor:\*

1. Letter of application stating your interest in the position, including information on newspaper-related qualifications.
2. Resume
3. Writing samples or other evidence of newspaper-related work
4. Copy of your most up-to-date transcript, verifying cumulative grade point average

\*Please submit materials electronically to the Faculty Advisor, whose contact information is below. Applicants may contact the advisor to arrange to submit materials by mail.

Peter Kim, Ph.D.  
Advisor, Mirror News  
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**APPLICATION DEADLINE: Open until filled**