Call for Editor-in-Chief Applications

*Daily Titan | Fall 2018*

**Deadline:** Noon, Monday, May 7, 2018

The Daily Titan, California State University Fullerton’s independent student newspaper and website, is accepting applications for its Fall 2018 Editor-in-Chief, the top management position in the newsroom. [http://www.dailytitan.com](http://www.dailytitan.com)

### Please note:

Applicants must be students enrolled in a degree program and have at least three units to complete before graduation.

Applicants should have a strong working knowledge of web, print and multimedia production and demonstrate strong leadership skills.

The EIC must be in the newsroom during production days, Sunday 12 p.m. until the print edition goes to press that night and Monday through Wednesday from 3 p.m. until the print edition goes to press. The EIC also is expected to be available 24/7 for breaking news and emergency decision-making.

The EIC must be available to attend training at the College Media Mega Workshop in Minneapolis, July 11-15, 2018.

The EIC also works during the Summer 2018 Break to organize for the Fall 2018 semester, which includes hiring and training the new staff.

### Job Description

The Editor-in-Chief:

- is ultimately responsible for all editorial content and makes final decisions regarding any editorial content in the paper or on the website.
- deals with complaints about the paper’s content.
- is responsible for interacting with all outside agencies and individuals when they interact with the editorial department.
- oversees the dummying of the paper, including special packages or sections.
- is a voting member on the editorial board, which determines Daily Titan editorial topics and opinions.
- makes final decisions concerning personnel matters, including hiring and firing.
- assists in the completion of any aspect of editorial production that requires attention.
- works with editors in interacting with COMM students and freelancing students.
- assists with "final reads" of pages.
- meets with editors throughout the semester to discuss their sections and issues they may have doing their jobs.
- coordinates with the Daily Titan advertising manager.

To Apply: Submit an electronic copy *and* a hard copy of your complete application by **noon on Monday, May 7, 2018**, to Prof. Bonnie Stewart, bstewart@fullerton.edu CP 650-31 (657-278-2636). Interviews will be conducted May 9 – 16, 2018. See application instructions on Page 2.
Application Instructions

In addition to a cover letter and a resume, please submit a typed document that addresses the following:

Section A: Biographical Information and Personal Evaluation

1. Describe your journalism experience, include:
   - positions you have held or currently hold on the Daily Titan
   - your understanding of the Daily Titan production process
   - communications/journalism/writing/management courses completed
   - other journalism experience or training, including internships

2. Describe your fluency in computer software, multimedia equipment and other technologies that are relevant to publishing the Daily Titan newspaper and website.

3. Describe your leadership style and discuss how you would manage a newsroom team with multiple personalities. Check the newspaper’s page 2 masthead for a list of newsroom managers.

4. Describe leadership positions you have held and successes you have experienced in leading other people. Be sure to include what you learned from those experiences.

Section B: Critical Evaluation of the Daily Titan

1. Describe the role of the Daily Titan within the campus community and the surrounding communities. Be sure to discuss your understanding of the news and opinion sections of the newspaper.

2. Critique two issues of the Daily Titan print edition. Choose either Monday and Tuesday, April 30 or May 1 or Wednesday and Thursday, May 2 and May 3. Analyze all aspects of the newspaper during those two consecutive days. Consider design and layout, news coverage, story content, opinion content, writing and editing. Describe what works and what does not work. Offer suggestions for improvement and how you would achieve those improvements. If you need copies of the newspaper, see Professor Stewart (CP 650-31).

3. Examine the Daily Titan’s website and complete a written evaluation of its strengths and weaknesses. Explain what, if anything, you would change.

Section C: Overall Goals

Describe your vision/goals for the Daily Titan in Fall 2018, and explain the steps you would take to bring the management team and reporters in COMM 471 together to achieve that vision.

Good luck!