



# Open Positions

*The West Georgian* is hiring for the following positions for the 2014-2015 academic term:

- Editor-in-Chief
  - News Editor
  - Features Editor
  - Chief Copy Editor
    - Copy Editor
  - Graphic Design Editor
- Advertising & Business Manager
  - Circulation Manager

All interested candidates will need to send a resume, cover letter, and writing and/or design samples to:

[uwgpaper@gmail.com](mailto:uwgpaper@gmail.com)

Please no phone calls!

Contact:

Ashley Copeland, Editor-in-Chief, *The West Georgian*



# OPEN POSITION

## Editor-in-Chief

<b>Description</b>	The Editor-in-Chief is the highest-ranking member, and serves as the figurehead and primary manager of the newspaper staff at <i>The West Georgian</i> . He or she is the face of the campus and community and must focus on the vision and future of <i>The West Georgian</i> .
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Preferably a Mass Communications, Political Science, or English major.</li> <li>• Demonstrates excellence in editing with a knowledge of AP style and understands the different styles of newspaper writing</li> <li>• Has an extensive or some knowledge of desktop publishing, graphics, and photography</li> <li>• Proves abilities in leadership, organization and management</li> <li>• Demonstrates and promises long-term commitment to <i>The West Georgian</i></li> <li>• Effective approach to crisis management</li> <li>• Proves strong and highly evolved sense of ethical and moral integrity</li> <li>• Community outreach</li> <li>• Editorial vision</li> </ul>
<b>Duties</b>	<ul style="list-style-type: none"> <li>• Supervises and manages all editorial, staff, and reporters for <i>The West Georgian</i></li> <li>• Enforces goals and deadlines</li> <li>• Responsible for all content in the paper</li> <li>• Responsible for publishing written correction of all paper errors</li> <li>• Assists section editors in all aspects concerning content and appearance, including design and production</li> <li>• Facilitates interaction among editorial staff and reporters</li> <li>• Oversees the maintenance of both print and online editions</li> </ul>
<b>Hours/Availability</b>	<ul style="list-style-type: none"> <li>• Must be available Monday – Friday</li> <li>• Up to 20 hours per week, including 10 set office hours</li> </ul>
<b>How to Apply</b>	Students interested in applying for this position will need to send a resume, cover letter, writing and/or editing samples to <a href="mailto:uwgpaper@gmail.com">uwgpaper@gmail.com</a> with a subject line of: EDITOR-IN-CHIEF
<b>Contact:</b> Ashley Copeland, Editor-in-Chief	



## OPEN POSITION

### News Editor

<b>Description</b>	The News Editor is responsible for the hard news content of print and online editions of <i>The West Georgian</i> . He or she is responsible for generating, assigning and editing content for the news section of <i>The West Georgian</i> . At times, the News Editor may be asked to assist in the training of reporters in their section.
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Position is open to preferably Mass Communications, Political Science, English majors</li><li>• Demonstrates excellence in editing with a knowledge of AP style and understands the different styles of newspaper writing</li><li>• Has an extensive or some knowledge of desktop publishing</li><li>• Demonstrates and promises long-term commitment to <i>The West Georgian</i></li><li>• Community outreach</li><li>• Editorial vision</li></ul>
<b>Requirements</b>	<ul style="list-style-type: none"><li>• Revises and edits stories</li><li>• Responsible for ensuring coverage of late-breaking news stories</li><li>• Guides student reporters through the revision process if necessary</li><li>• Reports missed deadlines or scrubbed stories to the Editor-in-Chief</li><li>• Oversees the maintenance of both print and online editions</li></ul>
<b>Hours/Availability</b>	<ul style="list-style-type: none"><li>• Must be available Monday – Friday</li><li>• Up to 15 hours per week, including 10 set office hours</li></ul>
<b>How to Apply</b>	Students interested in applying for this position will need to send a resume, cover letter, writing and/or editing samples to <a href="mailto:uwgpaper@gmail.com">uwgpaper@gmail.com</a> with a subject line of: NEWS EDITOR
<b>Contact:</b> Ashley Copeland, Editor-in-Chief	



## OPEN POSITION

### Features Editor

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**Description**

The Features Editor is responsible for editing the arts, entertainment and sports content of print and online editions of *The West Georgian*. He or she helps to develop imaginative, interesting, and at times challenging articles on issues relevant to students' lives, including in-depth features, personality profiles and explorations of non-timely events of interest to the campus community. At times, the News Editor may be asked to assist in the training of reporters in their section.

**Qualifications**

- Position is open to preferably Mass Communications and English majors. Creative Writing minors are welcome to apply.
- Demonstrates excellence in editing with a knowledge of AP style and understands the different styles of newspaper writing
- Has an extensive or some knowledge of desktop publishing
- Demonstrates and promises long-term commitment to *The West Georgian*
- Community outreach
- Editorial vision

**Requirements**

- Revises and edits stories
- Responsible for generating, assigning and editing content for the Arts & Entertainment, Living West, and Sports Sections of *The West Georgian*
- Guides student reporters through the revision process if necessary
- Reports missed deadlines or scrubbed stories to the Editor-in-Chief
- Oversees the maintenance of both print and online editions

**Hours/Availability**

- Must be available Monday – Friday
- Up to 15 hours per week, including 10 set office hours

**How to Apply**

Students interested in applying for this position will need to send a resume, cover letter, writing and/or editing samples to [uwgpaper@gmail.com](mailto:uwgpaper@gmail.com) with a subject line of: FEATURES EDITOR

**Contact:** Ashley Copeland, Editor-in-Chief

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## **OPEN POSITION**

### Chief Copy Editor

<b>Description</b>	The Chief Copy Editor is responsible for making final assessments of copy once it has filtered through by the section editors.
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Position is open to preferably Mass Communications and English majors.</li><li>• Demonstrates excellence in editing with a knowledge of AP style and understands the different styles of newspaper writing</li><li>• Has an extensive or some knowledge of desktop publishing</li><li>• Demonstrates and promises long-term commitment to <i>The West Georgian</i></li><li>• Community outreach</li><li>• Editorial vision</li></ul>
<b>Requirements</b>	<ul style="list-style-type: none"><li>• Reads and thoroughly edits all copy</li><li>• Edits all copy, including captions and headline, for clarity, grammar and spelling, punctuation, style and accuracy of names and identifications</li><li>• Revises any copy, including headlines and captions, as needed in conjunction with the reporter and section editor</li><li>• Guides student reporters through the revision process if necessary</li><li>• Reports missed deadlines or scrubbed stories to the Editor-in-Chief</li><li>• Oversees the maintenance of both print and online editions</li></ul>
<b>Hours/Availability</b>	<ul style="list-style-type: none"><li>• Must be available Monday – Friday</li><li>• Up to 15 hours per week, including 10 set office hours</li></ul>
<b>How to Apply</b>	Students interested in applying for this position will need to send a resume, cover letter, writing and/or editing samples to <a href="mailto:uwgpaper@gmail.com">uwgpaper@gmail.com</a> with a subject line of: CHIEF COPY EDITOR
<b>Contact:</b> Ashley Copeland, Editor-in-Chief	



# OPEN POSITION

## Copy Editor

<b>Description</b>	The Copy Editor is responsible for making final assessments of copy once it has filtered through by the section editors. Copy editors help to ensure the writing of successful copy.
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Position is open to preferably Mass Communications and English majors.</li><li>• Demonstrates excellence in editing with a knowledge of AP style and understands the different styles of newspaper writing</li><li>• Has an extensive or some knowledge of desktop publishing</li><li>• Demonstrates and promises long-term commitment to <i>The West Georgian</i></li><li>• Community outreach</li><li>• Editorial vision</li></ul>
<b>Requirements</b>	<ul style="list-style-type: none"><li>• Reads and thoroughly edits all copy</li><li>• Edits all copy, including captions and headlines, for clarity, grammar and spelling, punctuation, style and accuracy of names and identifications</li><li>• Revises any copy, including headlines and captions, as needed in conjunction with the chief copy editor, reporter and section editor</li><li>• Guides student reporters through the revision process if necessary</li><li>• Reports missed deadlines or scrubbed stories to the Editor-in-Chief</li><li>• Oversees the maintenance of both print and online editions</li></ul>
<b>Hours/Availability</b>	<ul style="list-style-type: none"><li>• Must be available Monday – Friday</li><li>• Up to 15 hours per week, including 10 set office hours</li></ul>
<b>How to Apply</b>	Students interested in applying for this position will need to send a resume, cover letter, writing and/or editing samples to <a href="mailto:uwgpaper@gmail.com">uwgpaper@gmail.com</a> with a subject line of: CHIEF COPY EDITOR
<b>Contact:</b> Ashley Copeland, Editor-in-Chief	



## OPEN POSITION

### Graphic Design Editor

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<b>Description</b>	The Graphic Design Editor is responsible for layout of the weekly print edition, as well as assisting the webmaster with content for online editions. The Graphic Designer is also responsible for the management and placement of photographic content—including converting photos. At times, the Graphic Design Editor may be asked to design advertisements and/or create logos and graphic content for print and online editions.
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Position is preferred for the following majors but are not limited to: Graphic Design, Computer Management Information Systems, or Computer Science majors.</li><li>• Has artistic and graphic design abilities</li><li>• Proficient in creating computer generated art</li><li>• Quick and creative with ideas</li><li>• Versatility is encouraged</li><li>• Completes work by deadline specified by Editor-in-Chief</li></ul>
<b>Requirements</b>	<ul style="list-style-type: none"><li>• Works closely with Features Editor to generate content consistent with mission of assigned action</li><li>• Final edits of graphic content for both print and online editions</li><li>• Report missed deadlines to the Editor-in-Chief</li><li>• Community outreach</li></ul>
<b>Hours/Availability</b>	<ul style="list-style-type: none"><li>• Must be available Monday – Friday</li><li>• Up to 20 hours per week, including 10 set office hours</li></ul>
<b>How to Apply</b>	Students interested in applying for this position will need to send a resume, cover letter, design samples to <a href="mailto:uwgpaper@gmail.com">uwgpaper@gmail.com</a> with a subject line of: GRAPHIC DESIGN EDITOR

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**Contact:** Ashley Copeland, Editor-in-Chief

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## OPEN POSITION

# Advertising & Business Manager

<b>Description</b>	The Advertising & Business Manager is responsible for ad sales for <i>The West Georgian</i> . The Business Manager is also responsible for handling invoices and receipts for purchases and ad sales.
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Position is open to preferably Advertising, Business, and Marketing, Accounting and Finance majors.</li><li>• Excellent communication skills</li><li>• Dependable and detailed-oriented</li><li>• Must be able to keep office hours</li></ul>
<b>Requirements</b>	<ul style="list-style-type: none"><li>• Selling ads</li><li>• Organizing Receipts and Invoices</li><li>• Accounting</li><li>• Maintaining the rate card for <i>The West Georgian</i></li><li>• Community Outreach</li><li>• Social Media knowledge</li></ul>
<b>Hours/Availability</b>	<ul style="list-style-type: none"><li>• Must be available Monday – Friday</li><li>• Up to 20 hours per week, including 10 set office hours</li></ul>
<b>How to Apply</b>	Students interested in applying for this position will need to send a resume and cover letter to: uwgpaper@gmail.com with a subject line of: ADVERTISING AND BUSINESS MANAGER
<b>Contact:</b> Ashley Copeland, Editor-in-Chief	





# OPEN POSITION

## Circulation Manager

<b>Description</b>	The Circulation Manager is responsible for transporting weekly print editions to designated newspaper rack locations across campus and off-campus locations.
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Position is open to all majors.</li><li>• Excellent communication skills</li><li>• Dependable and detailed-oriented</li><li>• Must be able to keep office hours</li></ul>
<b>Requirements</b>	<ul style="list-style-type: none"><li>• Distributing print editions to all newspaper racks on campus the morning of an edition's release</li><li>• Organization to store archives</li><li>• Update archival system</li><li>• Social Media knowledge</li></ul>
<b>Hours/Availability</b>	<ul style="list-style-type: none"><li>• Must be available Monday – Friday</li><li>• Up to 10 hours per week, including 5 set office hours</li></ul>
<b>How to Apply</b>	Students interested in applying for this position will need to send a resume and cover letter to: uwgpaper@gmail.com with a subject line of: CIRCULATION MANAGER
<b>Contact:</b> Ashley Copeland, Editor-in-Chief	