Statement of Values

The University Star strives to uphold the following non-negotiable core values:

- Accuracy
- Impartiality
- Honesty and integrity
- Inclusivity and fairness
- Transparency and accountability
- Humanity and public service

As a student-led publication, we view our newsroom as a learning experience and strive to uphold the highest standards of journalistic ethics. We aspire to the goal of encouraging constructive conversation among our campus community and serving as a forum for discussion and debate.

Minimum Qualifications

The Editor in Chief position requires students be enrolled full time with 12 or more credit hours each long semester and maintain a minimum GPA of 2.5 during the term of office. Applicants must have worked in a professional editorial environment or have served as a section editor at a university or college student newspaper. Students of all majors and classifications may apply for this position. Outside employment is discouraged because the Editor in Chief must also have the ability to hold office hours on the main campus.

Job Description

The Editor in Chief will serve from May 1, 2018 through the end of the spring semester of 2019. The Editor in Chief will be available to perform his/her duties during the summer months, including spearheading the publication of the Summer I and Summer II issues. Summer is a training period for the recruitment of new staff. The Editor in Chief must also be available the two weeks before the start of the fall semester for Camp Star training with editors and staff. The stipend is $800 over the summer and $3,200 for each long semester.
Editor in Chief will be responsible for the content, editorial direction and maintaining the high standards of *The University Star*. The Editor in Chief will regularly monitor the website and social media for content and quality that is consistent with ethical and journalistic standards.

- Recruit and regularly provide feedback to editorial board members.
- Schedule weekly budget meetings.
- Schedule bi-weekly all-staff meetings.
- Communicate with adviser about training needs.
- Run all production and staff meetings.
- Hold office hours for a minimum of 15 hours per week Tuesday through Friday.
- Set and enforce all editorial deadlines.
- Oversee all editorial content and page design.
- Handle all editorial staff personnel issues.
- Discuss The Mainpoint during weekly budget meetings to ensure a majority of editorial board members are in agreement with the direction of the editorial.
- Ensure sections coordinate to meet special advertising editorial content needs.
- Copyedit articles before publication in print or online.
- Coordinate coverage of big events with section editors.
- Attend events as the representative of *The University Star*.
- Act as a role model for professional behavior for the editorial staff.
- Respond to reader inquiries, questions and/or requests for interviews.
- Finalize contest entries with adviser.
- Ensure all content meets the highest standards of journalistic ethics.

**Application Process**

Submit the following documents in one packet to *The University Star* Director Laura Krantz in Trinity 116 by 3 p.m. on Thursday, March 29. All applicants must read The University Star Handbook online and sign the attached form acknowledging they have read and understand the handbook. All applicants must also provide a resume, two letters of recommendation, a writing sample and answer the following questions in writing:

1. What do you see as the purpose of a student newspaper, and how will you work to serve that purpose?
2. Who is the audience of *The University Star*, and how will you engage that audience?
3. What is the current reputation of *The University Star* on campus, and how will you address that perception?
4. What qualities will you look for when recruiting and training new editorial staff?
5. How do you plan to work with KTSW in our shared newsroom?