

# The Archway

## Leadership Application

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### General Information

Name: \_\_\_\_\_  
Email: \_\_\_\_\_  
Major: \_\_\_\_\_

Extension/Phone: \_\_\_\_\_  
Mailbox Number: \_\_\_\_\_  
Year of Graduation: \_\_\_\_\_

### Position

Please check the position(s) you are interested in. Please review the brief job description for each position. All positions require attendance at weekly staff meetings at 4 p.m. on Mondays and at specified events throughout the academic year. In addition, though not required, editors are strongly encouraged to write for the newspaper on a weekly basis. Experience is preferred but not required. Please complete the entire application.

\_\_\_\_\_ **News Editor/Assistant Campus News Editor:** Responsible for Campus News section of newspaper (including front page). Responsibilities include editing, layout/design of section, developing story ideas, and assigning articles to writers. This person is also responsible for managing the Campus News staff writers.

\_\_\_\_\_ **Sports Editor/Assistant Sports Editor:** Responsible for Sports section of newspaper. Responsibilities include editing, layout/design of section, developing story ideas, and assigning articles to writers. This person is expected to establish a relationship with the Athletic Department as well as manage the Sports staff writers.

\_\_\_\_\_ **Opinion Editor:** Responsible for Opinion section of newspaper. Responsibilities include verifying opinion submissions meet editorial policy, developing story ideas, and assigning articles to writers. This person is responsible for managing Opinion staff writers as well as weekly columnists and contributors.

\_\_\_\_\_ **Variety/Assistant Variety Editor:** Responsible for Variety Section of newspaper. Responsibilities include editing, layout/design of section, developing story ideas, and assigning articles to writers. This person is responsible for managing Variety staff writers and weekly contributors.

\_\_\_\_\_ **Photo Editor:** Responsible for all photography and non-advertising graphics of newspaper (includes any charts, graphs, etc). Responsibilities include taking photos, writing captions, and preparing them for print. Intermediate level Photoshop experience is desirable. This person is responsible for managing staff photographers. This person is also expected to assist with final layout on Wednesday nights.

\_\_\_\_\_ **Copy Editor:** Responsible for final reading and reviewing of newspaper prior to publication, reading closely for spelling, grammatical, and typographical errors.

\_\_\_\_\_ **Advertising Representative:** Responsible for proactively seeking new contacts to sell advertising space in *The Archway*. Responsibilities include working with companies to create advertising packages that fit their needs and budgets (write contracts, create ads (optional) if the business does not have one prepared)

\_\_\_\_\_ **Public Relations Representative:** Publicize for *The Archway* in an attempt to increase readership and circulation, coordinate community service, including co-sponsorship. This person is responsible for publicizing all events held by *The Archway*. This person will work closely with the Assistant Editor-in-Chief.

\_\_\_\_\_ **Web Publisher/Assistant Web Publisher:** Works with the Editors and College Publisher to ensure all stories are published online by the night of distribution and will upload all stories for the new edition and archive previous editions. Develops a weekly "eNews" email to all registered users and works with advertising staff to make sure all advertising content is appropriately placed online or all College Publisher ads are in print.

Please return completed application to:  
The Center for Student Involvement  
3<sup>rd</sup> Floor of the Bryant Center  
**NO LATER THAN FRIDAY, APRIL 11, 2008.**

*Please complete the following on a separate sheet. Thank you.*

**Experience**

Please list any appropriate experience you had that makes you a strong candidate for the position(s) for which you are applying. Please be as detailed as possible. In addition, please list any computer programs that you are familiar with (Quark, Photoshop, Publisher, etc.), if any. Finally, if available, please attach writing, photography, or related samples.

**Campus Involvement**

Please list any and all clubs, athletic teams, or jobs to which you are committed throughout the academic year. Please include any leadership position held.

**Interest**

Please explain, in detail, why you are applying for a leadership position with *The Archway*. Why are you applying for your chosen position(s)? What do you like about the student newspaper? What, in your opinion, could be improved? What do you feel is the responsibility of a student newspaper? What do you think it means to be a leader? Again, please be as detailed as possible.

**Application process**

Each candidate will be contacted for an interview approximately one week after the application deadline. IF you have any questions regarding the application process or about a specific position you are applying for, please contact Meagan Sage at [msage@bryant.edu](mailto:msage@bryant.edu)

**Please list the times at which you are available for an interview on the following days:**

Monday \_\_\_\_\_

Tuesday \_\_\_\_\_

Wednesday \_\_\_\_\_

Thursday \_\_\_\_\_

Friday \_\_\_\_\_

**Thank you!**

