

Editor-in-Chief

The Sounding Board



Expectations

- Have a clear vision for the newspaper.
- Have a passion for producing a quality newspaper that reflects the values and thoughts of Grace College and its student body.
- Be able to effectively manage an extensive staff of writers, photographers, and designers.
- Maintain open and productive working relationships with editorial staff.
- Foster a comfortable and productive working environment for writing staff.
- Be able to give constructive criticism to writers to better help their writing skills.
- Lead weekly meetings.
- Manage time wisely and effectively.
- Create and manage budget for the year.
- Be able to work well with advisors as well as with Student Affairs Administration.
- Attend Senate meetings regularly.
- Maintain a cumulative g.p.a. of 2.5.

Skills

- Have knowledge and experience in using correct grammar, punctuation, and spelling.
- Have knowledge and experience with AP style or, at the very least, access to an AP style book.
- Have an understanding of journalistic writing.
- Have quality experience as a writer and editor.
- Have effective organizational and communication skills.
- Work well under pressure and deadlines.
- Preferably have some experience with online media design/management.
- Preferably have layout and design experience.
- Preferably have either a major or minor in Journalism or English.

Responsibilities

- Oversee all of the staff and processes of *The Sounding Board*.
- Produce a quality newspaper approximately every 1-2 weeks.
- Create story ladders and photo ladders for each issue of the newspaper.
- Assign stories and deadlines to staff writers, and be able to effectively manage those deadlines.
- Help edit and proofread the content of each issue of the newspaper.
- Help design each issue of the newspaper.
- Create a print/web posting schedule for each semester.
- Communicate regularly with print or web design company.
- Effectively manage the budget of *The Sounding Board*.
- Communicate regularly with advisor and Student Body President.

Time Commitment: approximately 10 hours per week (on average).
