March 2016

Dear WCC student:

*The* *Viking News* is the College’s student-run newspaper, reporting on campus happenings, the community, and issues that affect you as a student at Westchester Community College.

We will be selecting a team of approximately 14 WCC students for next year. There are a variety of leadership positions available on the Viking News, both on the Editorial and Business teams. Positions are designed to support the operations of the paper and uniquely appeal to a wide variety of students.

Attached you will find several documents that explain the positions, their qualifications and the opportunities available to be part of this dynamic team. If you want to be either on the Editorial Board or the Business Team, fill out the attached application. **Applications are due no later than** **Thursday, May 5 at 3:00pm to the Department of Student Involvement (STC 108)**. Make sure you submit your application on time or you may miss out on this exciting opportunity!

If you have any questions, please contact the Department of Student Involvement by visiting us Student Center Rm. 108, calling at (914) 606-6731 or emailing at getinvovled@sunywcc.edu. We look forward to reviewing your application and hopefully having you join us on the 2016 – 2017 Viking News team!

Sincerely,

Adam Frank Barbara Moroch

Director of Student Involvement Adjunct Faculty, Communications & Media Arts

Co-Advisor Viking News Co-Advisor Viking News



**Job Description**

The Viking News is a student-run newspaper serving Westchester Community College. Led by an Editorial Board and a Business Team, the Viking News reports on the news of the campus, community, and reflects the student voice. The Editorial Board and Business Team are selected by the Editor in Chief of the Viking News in consultation with the Advisors. Training and ongoing support will be provided to this team by the Department of Student Involvement and the Advisors assigned to work with the newspaper. Through their involvement, students will be given the opportunity to gain real-life experience, acquire practical and valuable skills, and make close relationships as they develop lifelong friendships with their peers. This is also a great opportunity to provide the College with a commendable service, and, in the process, receive letters of recommendation and potential for an honorarium.

**Qualifications**:

1. Must be a currently enrolled student at Westchester Community College.
2. Must be in good disciplinary and academic standing (**minimum cumulative GPA of 2.0**).
3. Have good time management, oral and written communication skills.
4. Ability to work in a team environment and amongst diverse groups.
5. Desire to work with students, faculty and staff.
6. Have a positive and motivated attitude.

**Available Positions:**

**.**
**EDITORIAL BOARD**

* **Managing Editor:** The Managing Editor will monitor the production process, troubleshoot when problems or delays occur, edit copy with the section editors, conduct staff meetings of the editorial board on those occasions when the editor-in-chief cannot, and confer with the Advisors and the Editor-in-Chief.
* **News Editor:** The News Editor will maintain and constantly update the campus calendar of events, supervise news beat coverage, assign reporters to cover events, organize news leads, assign writers to cover events and write articles, make decisions about prominence and placement of news articles, design news pages, edit (with copy editor) all news articles, work with graphic artists and photographers, produce news pages on computer within deadline, alert other section editors about story possibilities related to the news article.
* **Features Editor:** The Features Editor will be responsible for the more creative/subjective section of the paper, including: the human interest angle of a news story, profiles of those who make news, special interest articles (health, popular technology innovations, environment, business, education, consumer, food reviews of art, stage productions, music, movies, etc.). They will also assign and solicit feature pieces from staff as well as edit all submitted articles, design page, and produce print-ready feature section by designated deadline. The Features Editor will write at least one feature every issue.
* **Student Life Editor:** The Student Life Editor will be responsible for coverage of club/organization events, and events sponsored by campus departments (i.e. job fairs, transfer fairs, etc.). They will work with writers, photographers and designers to produce the student life section as well as edit and proofread articles.
* **Sports Editor:** The Sports Editor will be responsible for maintaining schedules and records of all campus intercollegiate sports teams, assigning coverage of all sports-related events, systematically reporting on most recent events and summarizing all games played since the last report. They will work with writers, photographers and designers to produce a sports section as well as edit and proofread articles.
* **Editorial/Opinion Editor:** The Editorial/Opinion Editor will be responsible for planning and designing the editorial page, Op-Ed pages, writing the regular commentary column, planning regular editorial features (e.g., *Inquiring Photographer),* meeting with editorial board to identify news issues and formulating editorial positions, encouraging and publishing *Letters to the Editor* and designing other means (i.e. surveys) to solicit readers' opinions. The Editorial/Opinion Editor will supervise other regular columnists.
* **Chief Photographer:** The Chief Photographer will work with section editors to plan photographic coverage of events and people. They will plan their own photo features, assign photo coverage of events, maintain camera equipment; trains editors and staff to use cameras and appropriate software.
* **Copy Editor:** The Copy Editor will track progression of the copy and arrange for a system to assure that all copy has been edited by a copy editor and a section editor before the story is placed on the page.
* **Website Editor:** The Website Editor will be responsible for editing, writing headlines, and transferring all articles and photos from the printed newspaper to the website ([***www.vikingnews.net***](http://www.vikingnews.net)). In addition, they will seek original content, including videos and podcasts, to place on the Viking News website.

**BUSINESS TEAM**

* **Business Manager:** The Business Manger oversees all business aspects of the Viking News, including, not limited to: bookkeeping, payment/billing, advertising, distribution, promotion, and office management. This individual will be the paper’s main contact with the Department of Student Involvement, ensuring the paper remains in compliance with all policies and procedures of the College and WCC Faculty/Student Association (FSA). They will maintain constant communication with the Director of Student Involvement. The Business Manager will be responsible for maintaining and tracking the budget, the payment of bills, completing FSA Purchase Orders, working with advertising managers, updating the editor-in-chief, managing editor, and Faculty Adviser on the paper’s financial status. Will also advise on feasibility of planned expenditures.
* **Advertising Manager:** The Advertising Manager is responsible for generating income from advertisers. They will work with the managing editor to develop and maintain a “media kit” to send to potential

advertisers (including ad rates, relevant campus information, and contracts). They will place ads in each issue, keeping clear and accurate records of ads run or to be run in each issue. The Advertising Manger will work with the Business Manager to send bills and tear sheets to clients immediately after publication.

* **Office Manager:** The Office Manager is responsible for maintaining the Viking News Office. They will collect and post office hours of all staff members and develop a sign in/out system for office hours. They are responsible for maintaining office equipment, bulletin boards, and keeping track of office supplies. This individual will work closely with the Department of Student Involvement, ensuring the paper remains in compliance with all policies and procedures for student office space and notify the Department of any repairs or cleaning required in the office. The Office Manager will keep all office files organized and archive at least ten issues of each edition.
* **Distribution Manager:** The Distribution Manager will assure the prompt distribution of current issues to newsstands and other designated places on campus and at extension sites. They will clear and recycle all old issues from newsstands.
* **Marketing and Exchange Manager:** The Marketing and Exchange Manager will create promotional and public relations plans to make the community aware of The Viking News. This may include contact with faculty to promote use in classrooms. They will also review papers from other colleges for any ideas regarding design, story, features, graphics, etc.

**Compensation**:

1. Obtain leadership and transferable skills by participating in various workshops and an overnight retreat.
2. Obtain leadership and transferable skills by participating in various workshops and an overnight retreat.
3. Create lifelong friends as you build strong bonds with your team and share in dynamic, engaging and collaborative work.
4. Develop connections with various faculty, staff and administrators while learning more about the college process and the resources available at Westchester Community College.
5. Make a positive contribution to the community as you make the most of your college experience.
6. Access to the Viking News Office.
7. Possibility to earn an honorarium for successfully completing job duties.

**For More Information**:

To learn about the application process, the Viking News, or other inquires, interested students can visit the Department of Student Involvement in Student Center Rm. 103, call (914) 606-6731 or email getinvovled@sunywcc.edu.

**Summer 2016**

**Schedule of Events**

 **WHEN WHAT WHERE**

**Thursday, May 5 Applications Due Student Involvement Office**

 **3:00pm Student Center Room 108**

**Tuesday, May 9 Position Decisions Announced Letters Emailed**

**Wednesday, June 1 – Student Leader Retreat\* Ramapo Retreat Center**

 **Friday, June 3**

**Monday, July 18 Editorial Board Orientation I\*\* Student Center Event Room**

 **9:30am – 12:00pm**

**Wednesday, July 20 Editorial Board Orientation II\*\* Student Center Event Room**

 **9:30am – 12:00pm**

**A (\*) beside an event indicates that attendance is mandatory for the Managing Editor, News Editor, Features Editor, Student Life Editor, Sports Editor, Editorial/Opinion Editor & Business Manager.**

**A (\*\*) beside an event indicates that attendance is mandatory**

**for all members of the Viking News Leadership Team.**

**BASIC INFORMATION**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Birthdate (MM/DD/YYYY):\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_

**STUDENT INFORMATION**

Student Status (check one): [ ] full-time [ ] part-time

Number of Semesters Attending WCC:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cumulative GPA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Intended Graduation Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please list any jobs, activities, and/or volunteer programs you are or have been involved with on- or off-campus\*:

 \*if you need more space, please attach a separate sheet to the application

1. Name of Involvement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Dates Involved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Brief Description:

1. Name of Involvement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Dates Involved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Brief Description:

1. Name of Involvement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Dates Involved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Brief Description:

***Here is your chance to express yourself! Please be sure to be thorough and complete with your responses as they will be weighted heavily when selecting the team. Please type your responses in a separate document, print and attach them to this application.***

1. **Why do you want to join the Viking News Editorial Board or Business Team?**
2. **Please list and describe three (3) skills, attributes, or traits that you think will make you a qualified member of the Editorial Board or Business Team.**
3. **What do you hope to get out of your experience with the Viking News?**

**\* \* \* \* \* Reference Letter \* \* \* \* \***

Although you are NOT required, you can submit a reference letter from an individual who can attest to your qualifications for the position. Any reference letter you submit should be from a faculty or professional staff member who will support your qualifications for this position.

\* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \*

**Agreement and Verification of Information:**

I have read, understood and feel I am able to complete a position on the Viking News as detailed in the job description and responsibilities. I affirm that the information which I have provided on this application form and all other application materials for the position are complete, accurate, and true to the best of my knowledge.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**COMPLETE APPLICATIONS ARE DUE TO THE**

 **STUDENT INVOLVEMENT OFFICE (STUDENT CENTER ROOM 103)**

**NO LATER THEN Thursday, May 5 2016 AT 3:00pm.**

**If you have any questions, please contact the Department of Student Involvement**

**by visiting Student Center Rm. 108, calling (914) 606-6731 or emailing** **getinvovled@sunywcc.edu****.**