**Publication Assistant - Editor in Chief**

Responsible for the overall operations of the newspaper and under the general supervision of the Director of The Easterner. They are The Easterner’s top student staff member in the newsroom responsible for the tone of the newspaper, as well as the direction of the news, sports, features, art and entertainment, art, copy and web desks. It is the editor’s responsibility to ensure that all tasks, from planning to distribution, are completed.

The Editor in Chief duties include, but are not limited to:

* Motivating the entire staff by assisting the other editors and managers in creating and facilitating an open and inviting atmosphere.
* Overseeing the organization of the staff and the assignment of tasks so that the paper is published in an orderly manner and by deadline.
* Supervising all editorial positions to ensure the fulfillment of job responsibilities, explaining and enforcing all deadlines and policies with the staff.
* Holding regularly scheduled meetings for all staff and acting as chair at these meetings.
* Being available and a resource for all staff.
* Meeting regularly with the director and faculty adviser to keep them updated on progress and any potential problems or concerns (i.e., legal, ethical, internal discipline, budgets, equipment needs, etc.)
* Regulating equipment usage and acting as a steward of Easterner and EWU property.
* Maintaining a minimum (but announced) schedule of office hours in order to address all potential concerns of the staff and EWU community.
* Responding to adviser and Board requests for deliverable projects on deadline.
* Recruiting new staff members.
* With the Advertising Manager, representing the newspaper at all Student Publications Board meetings, or providing a substitute.
* With the Advertising Manager and advisers, constructing a budget proposal for the next year’s S&A Fee request.
* In conjunction with the Editors, determining content and general layout of the newspaper.
* Regularly creating content for print or web publication.
* Performing other related duties as assigned.

This position will report to the Easterner Departmentand under the general supervision of the Easterner Director*.*

This position will work a maximum of *insert* hours per week based on availability. This position may include some weekend and evening work.

**Required Qualifications:**

Meets the experience working on staff as required by the Student Publications Board.

Applicants must have experience with Adobe Creative Suite.

Applicants must have knowledge of A.P. style.

Applicants must possess demonstrated ability to work independently and ability to take direction.

This role requires collaboration, inclusivity and the ability to manage time to meet deadlines.

Applicants must be able to work with others at all levels, have a professional demeanor, excellent interpersonal skills, strong oral and written communication skills, and emotional intelligence.

Applicants must be able to manage conflict, collaborate and work effectively both independently and as a member of a team.

Journalistic writing sample, resume and cover letter are required.

**Preferred Qualifications:**

Familiarity with media law principles.

Previous leadership experience in a student organization or workplace.

**All new employees must comply with EWU immunization Policy 602-02 and provide proof of immunity or vaccination to MMR and proof they are fully vaccinated before beginning work at EWU. Waivers for the immunization requirements are available for medical or sincerely held religious beliefs.**

**This position, during the course of university employment will be involved in the receipt of, or accountability for, university funds or other items of value; as well as the unsupervised access with the developmentally disabled, vulnerable adults or children under the age of 16. The offer of employment is contingent upon successful completion and passing of a background check prior to beginning employment.**

**Student employees are subject to EWU’s employment Policies and Procedures and the EWU Student Code of Conduct. As a student employee, you are expected to adhere to both. Please be advised that violations of the EWU Student Code of Conduct may affect your employment on campus, even if the conduct occurs beyond the scope of your job responsibilities.**