

Potpourri

Editor-in-Chief

Application Procedure

Applicants for the position of editor-in-chief of Potpourri must submit a completed application form and other supporting documents to Kenneth Burns, Student Media Coordinator, Department of New Media, Journalism & Communication Arts, Kyser Hall Room 225E, **before 4:30 p.m. Monday, Feb. 17, 2020**. The coordinator will review these materials for completeness and then duplicate the submitted materials for distribution to each member of the Student Media Board. The chair of the Student Media Board then will schedule a time and place for the board to meet with each candidate.

Board members will question candidates extensively before selecting a candidate to recommend to the Student Government Association for final approval. In addition to the completed application form, each candidate is required to submit the following supporting documents:

- A résumé detailing journalism/communication and non-communication work experience (summer employment, prior employment, internships, etc.)
- A list of three references, including their telephone numbers, who can speak to the applicant's qualifications for this position (faculty and/or off campus employers)
- A two-page essay detailing the applicant's vision and goals for operation of Potpourri, if appointed
- Examples of previous writing and editing experience
- Academic transcript documenting all coursework at all institutions

The application form and all supporting documents must be typed or word processed. They should contain no grammatical or spelling errors, and they should demonstrate the applicant's best effort and attention to detail.

Potpourri

Editor-in-Chief

Job Description

The editor-in-chief of Potpourri is appointed by the Student Government Association upon recommendation of the Student Media Board, and is supervised by the faculty adviser of the yearbook. The editor-in-chief is responsible for the entire content of Potpourri and supervision of the editorial staff of the yearbook. This individual must act as the official public relations officer and spokesperson while representing Potpourri at various meetings and conferences.

The editor-in-chief is responsible for:

Managerial Duties:

- In consultation with the faculty adviser, hire staff writers, photographers, graphic artists and designers, and editors.
- In consultation with the faculty adviser, publishing company representative and editorial staff, set deadlines to meet production schedules.
- Ensure communication, personnel and technical problems are corrected.
- Handle all complaints, inquiries, and official correspondence for Potpourri.
- Guide the staff to ensure Potpourri thrives as an NSU student medium.

Day-to-Day Duties

- Hold editorial board meetings to discuss editorial content and other business that come before the staff.
- Participate in the design of the yearbook and make the final decision concerning photographs and page layout.
- Meet with the faculty adviser.

Training Required

Applicants must be full-time undergraduates or graduate students at Northwestern State University when they apply, and be enrolled full time throughout their term. They must have a 2.5 cumulative GPA at the time of application and earn a 2.0 GPA each semester of their term. They also must be in good academic and disciplinary standing when they apply and maintain that standing throughout their term.

Applicants must have completed at least 45 hours as determined by the Office of the Registrar and Admissions. Applicants must not serve, during their term, in any other position at the university in which they would receive a scholarship that comes from Student Association fees. They must have served on the Potpourri staff at least one semester prior to selection and have completed COMM 2510 (Writing for Mass Media) before their term as editor. Applicants must have also taken COMM 3080 (Editing) and COMM 2040 (Media Law and Ethics), or enroll in and pass them during the fall semester of their term. If applicants drop or fail the course during their term, they will be removed from the position. In the absence of a candidate who meets these qualifications, the Media Board may recommend to the SGA the individual who best fulfills the qualifications.

Time Required

Fifteen posted office hours per week, plus more at deadline times. Posted office hours must be between the hours of 8 a.m. and 5 p.m., Monday through Friday. The editor-in-chief is required to assist the faculty adviser, when necessary, with conducting writing, editing, photography and computer workshops. These are in addition to the pre-fall staff development workshop. The editor-in-chief is expected to be present on campus one week prior to the beginning of each semester.

Potpourri
Editor-in-Chief
Application

Complete and return to: Kenneth Burns, Student Media Coordinator, Dept. of New Media, Journalism, & Communication Arts, Kyser Hall, Room 225E **no later than 4:30 p.m. Monday, Feb. 17, 2020.**

Name _____ Classification (circle) FR SO JR SR GR

Local Address _____ Local Phone (_____) _____

Email _____

Permanent Address _____

Semester entered Northwestern _____ Semester hours attempted to date _____

Cumulative GPA _____ Semester hours earned to date _____

Major _____ Minor _____