

STUDENT MEDIA

SEEKING APPLICATIONS for Student Media Leaders

To: Applicants for editors of the *Agromeck* yearbook, *Nubian Message*, *Technician*, *Windhover* literary and arts magazine and managers of the business office and WKNC.

Date: Jan. 17, 2012

Re: Vacancies in leadership positions

QUALIFICATIONS

- The candidate must have been a member of that media for at least two full semesters.*
- The candidate must have at least two semesters remaining as an N.C. State University student.*
- The candidate must have at least a 2.50 cumulative grade point average and must maintain a 2.50 semester and cumulative GPA.
- The candidate must be a full-time N.C. State University student.
- The candidate must be free of active disciplinary sanctions, subject to the review of the Office of Student Conduct.
- The candidate must agree to attend all required training.**
- For the University regulation for undergraduate student leadership, consult regulation 11.55.6.

* *The board may decide to waive this requirement.*

** *For the Technician editor, this includes the Management Seminar for College News Editors in Georgia in July as well as retreat the weekend before school starts in the fall and spring.*

** *For the Agromeck editor and senior staff, this includes a summer workshop TBD.*

STEP ONE: The position package — due Feb. 23, noon, 305 Witherspoon

The position package (two-page cover letter, one-page resume and transcript) is due by noon to Martha Collins in 305 Witherspoon Student Center. As we are a deadline-driven organization, packages won't be accepted, copied or distributed late. The position package should consist of a cover letter, a resume and up to five pages (one-sided, black-and-white) and an unofficial copy of your transcript. For more suggestions on what you might include in your position package, visit with any of the Student Media professional staff members or student leaders.

STEP TWO: Meet with advisory board — date, time, place TBA

This group will meet at a place and time to be determined to interview the candidates for top leaders and will make a recommendation to the Student Media Board of Directors.

STEP THREE: The forum — Thursday, March 1, 7 p.m., Walnut Room, Talley

Anyone across campus will have opportunity to ask you questions at the Candidate's Forum. This is a chance for you to make a formal presentation of 3-4 minutes and then to answer questions from the audience in an open forum.

STEP THREE: The interview — March 13, 7 p.m., 201 Witherspoon

The members of the Board of Directors hire the top editors and managers. Candidates may contact members of the Board and may answer questions prior to the meeting. During the meeting, each candidate will be given time to answer questions, ask questions and/or give a statement.

Results will be announced immediately following the Board meeting.

POSSIBLE ISSUES TO DISCUSS AT BOARD MEETING AND/OR IN THE POSITION PAPER

- What is your experience (here at N.C. State and elsewhere) that makes you the best qualified for the position?
- How will you improve the credibility of our media?
- Why do you want the job? And it is a job. The editors will influence what students at N.C. State know about their fellow students. They produce what will be an integral part of the history of the university forever. And they are entrusted with the wise spending of student fees to benefit students.
- How do you intend to improve upon the foundation past staffs have built? Or do you just intend to maintain things the way they are?
- How do you plan to increase your media's online presence?
- How will your media serve NCSU students?
- How do you relate to fellow staff members?
- What will you bring, personally, to the position?
- How will you ensure that your media best serves students?
- What are your goals? Be specific. Don't have glittering generalities. Address monetary issues. Have a vision. What about the quality of the media? What about the content?
- How do you intend to train your staff?

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THE POSITION PACKAGE for Student Media Leaders

To: Applicants for editors of the *Agromeck* yearbook, *Nubian Message*, *Technician*, *Windhover* literary and arts magazine and managers of the business office and WKNC.

Date: Jan. 18, 2012

Re: The Position Package

STEP TWO: The position package — due Feb. 23, noon, 305 Witherspoon

The position package is a key part of your application.

As we are a deadline-driven organization, papers won't be accepted, copied or distributed late.

The position package consists of four parts.

1) *A cover letter (one page maximum)*

The cover letter should be the front page of the package that explains to the Board why the Board members should hire you. It should grab the Board's attention and point out why you, above all other applicants, should be interviewed and hired. In no more than one page, focus on what position you're applying for and why. Be brief and specific.

2) *Your resume (one page maximum)*

The resume should be packaged like your cover letter. Presentation is important.

3) *Position paper (five pages maximum)*

Sample copies of past position papers are available for inspection with the Student Media adviser. The position paper should be **NO MORE THAN FIVE PAGES** and should include (but should not be limited to) the following sections:

- a) Positive aspects of this media and things you plan to continue
- b) Plans for recruitment and retention of staff
- c) Plans for improving coverage of the campus, students, faculty, staff and alumni
- d) Plans for improving timeliness and planning aspects of this media
- e) Other problems you've identified for the media and plans for improvement including everything from credibility to copy editing to staff bonding.

4) *Transcript*

An unofficial copy printed off the website is perfectly fine. You may also come by the Student Media office and speak with the Student Media adviser to provide documentation of your student status. This transcript will NOT be distributed to the Board of Directors but will only be used to verify that you meet the minimum grade and full-time student status requirements.

All pages should be submitted together with a paper clip, no staples or binding. The pages should be printed on one side only and on white paper. The package will be photocopied in black-and-white so pages should not rely on any color.

POSSIBLE ISSUES TO DISCUSS

- What is your experience (here at N.C. State and elsewhere) that makes you the best qualified for the position?
- How will you improve the credibility of our media?
- With declining advertising revenues in the media, how will you produce a vibrant product?
- Why do you want the job? And it is a job. The editors will influence what students at N.C. State know about their fellow students. They produce what will be an integral part of the history of the university forever. And they are entrusted with the wise spending of student fees to benefit students.
- How do you intend to improve upon the foundation past staffs have built? Or do you just intend to maintain things the way they are?
- How do you plan to increase your media's online presence?
- How will your media serve NCSU students?
- How do you relate to fellow staff members?
- What will you bring, personally, to the position?
- How will you ensure that your media best serves students?
- What are your goals? Be specific. Don't have glittering generalities. Address monetary issues. Have a vision. What about the quality of the media? What about the content?
- What kinds of things would you like to see at required training?