

#### Fee increase leaves students upset, frustrated

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**SEEING DOUBLE** 

Shera Grant joins sister, Shanta Owens on the bench

**Butler resigns** 

BY JUSTINE JOHNSON Student Government As-ociation Vice President La-nar Butler resigned from his

See RESIGNS on page 4

#### **Student Life expands its** services and programming

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#### **REVISED JUNE 2016**

sociation Vice President Law mar Budter resident from his neutron of the present his official president learned to had sepsed down from the position. During the had sepsed down, from the position. During the had sepsed down from the position. During the rest sector of the forget his responsibility from a for the clease any in-formation regarding the pro-ther the down of the however, the has revealed he will not be returning to the university to finish the sering 2016 semester.

university to finish the spring radio/television broad 2016 semester. major, says he does not Some students have low the SGA that closely, mixed feelings about Butter still has mixed feelings leaving his position in the Butler's sudden resignati middle of the school year. Think it generally Although students stated pends, more or less on they are proud of Butler for receiving such a prestigious See RESIGNS on page

## Job Description for the Managing Editor or Chief Operations Officer

#### Job Summary

The managing editor is responsible for supervising the newspaper's staff and administering the day-to-day operations of the paper. The managing editor acts as the Chief Operating Officer and will also be a model staff member. The managing editor helps the editor-in-chief in being responsible for ensuring that all stories are of interest to the readers of Alabama State University and its community and is willing to commit to every Sunday to be considered for this position. A major portion of the managing editor's job involves hiring and overseeing content or section editors. He or she must write a column or editorial each week, and is more likely to edit articles on occasion than the editor in chief would be. The managing editor's job takes place primarily in the office -- it is to handle problems, keep the staff on schedule and answer questions from content editors.

#### **Major Responsibilities**

- 1. Acts as liaison between editorial and advertising aspects of the paper.
- 2. Prepares the agenda for editorial board meetings, and contributes constructive and helpful criticism to editorial board meetings each week.
- 3. Enforces the paper's policy and procedures, including deadlines and style.
- 4. Handles internal staff disputes.
- 5. Hires, fires and promotes staff members with the EIC's approval.
- 6. Acts as the editor-in-chief in case of his/her absence
- 7. Monitors supplies in production and supply cabinets; informs EIC and business manager when new supplies need to be purchased
- 8. Handles telephone and e-mail inquiries. Forwards messages to the appropriate person
- 9. Keeps track of stipend payments for editors, as well as pay for stories, art and photographs for staff members and submits this information to the business manager.
- 10. Responsible and in charge of staff trips, Welcome Week, Founders' Week and any other special events that may come up. Expenditures for these events must be approved by administrative personnel.
- 11. Approves and denies pitched news and feature stories.
- 12. Plays an advisory role in deciding how stories are reported. He/She may recommend or require that a particular story appear on the first page above the fold, and he/she may recommend that a story be held for a different day.
- 13. Plays a key role in establishing and overseeing compliance with style standards. This includes making certain that all editors and reporters use the correct fonts and in-house punctuation, spelling and grammar guidelines.
- 14. Oversees all other editors, acting as a supervisor, mentor and guide.
- 15. Works closely with the opinion page editor, news editor, sports editor, lifestyles editor, graphics editor, online editor, design editors and other top newsroom employees.
- 16. Adjust deadlines under special circumstances, including during elections, and deciding whether to run controversial content, such as images of dead bodies at a crash scene.

#### **Organizational Relationships**

Supervised by editor-in-chief

Supervises all other editorial staff members, including department and section heads

#### **Required Meetings and Hours**

- Presides over weekly tear-up meetings Wednesdays at 5 p.m.
- Attends all editorial board meetings

## The Selection Process for the Managing Editor or Chief Operations Officer

To be selected as the managing editor or chief operations officer for **The Hornet Tribune** is a monumental achievement and one of the highest honors that a student can receive while attending Alabama State University. Any student student who is selected must have worked for at least one year on a media staff or support unit before he or she can be considered for this position unless this requirement is waived by the Student Media Board.

The **Selection Committee** is made up of the Center for Student Expression and Multimedia Coordinator, the editor-in-chief and the staff adviser. The process is divided into preliminary and final stages unless the number of applications received is very low.

Selection of finalists for the managing editor or chief operations officer is based upon the following criteria:

**STUDENT'S JOURNALISTIC BACKGROUND AND ACADEMIC PERFORMANCE (OPTIONAL):** This rating illustrates the candidate's commitment to scholarship. It consists of a look at the courses the applicant has taken and the grades earned in high school or college. List the journalism or English courses taken in high school and college (journalism) on a separate sheet of paper and submit them with this application. In addition, the **Selection Committee** would like to review any articles or submissions that were authored by you and published at Alabma State University, high school or any other university publication.

**STUDENT MEDIA BOARD CONSTITUTION EXAMINATION:** This is a 120-minute examination covering the contents of the Student Media Board Constitution. Every managing editor or chief operations officer who works for The Hornet Tribune must understand the function of the Student Media Board and the relationship between the Student Media Board and the various staffs that it manages and oversees.

The person who monitors the examination will hand you a sheet of specific instructions to read before the start of the timed examination. You will be allowed to keep these instructions with you as you take the examination. A score of "70" or above is required on this examination in order to be considered for this position.

EDITOR'S EXAMINATION: This is a one hour

examination covering basic skills that editors use every day. Areas of coverage include Associated Press Style, ethics, headline writing, sensitivity and taste, grammar, spelling, copyediting symbols and legal issues.

**THE ESSAY:** The essay of each finalist is read, graded and averaged by the **Selection Committee** members. It usually receives special attention in the final evaluation. The purpose of the essay is three-fold: (1) to get an idea of how the applicant writes and develops a story; (2) to take a look at the applicant's critical thinking and analysis skills and (3) to measure the uniqueness of his or her responses.

After all criteria are considered, the **Selec**tion Committee determines which finalist to interview by telephone or in person. That decision is made by re-evaluating all parts of each finalist's application and includes telephone calls to teachers and others listed as references on the application form. Two references are required.

**INTERVIEW QUESTIONS:** Here are some of the interview questions that have been asked in the past of candidates who applied for the editor-in-chief or executive editor position: Why do you want to be managing editor or chief operations officer for The Hornet Tribune? What do you believe you can bring to the position in terms of skills, attitude and goals? What have you done in the past that demonstrates you would be an asset to this publication, and if selected, what will you do to move it forward?

Each applicant should prepare well; as your responses will weigh heavily on the decision made for the position being sought.

**RESUME:** The resume' will be carefully analyzed to determine how much time and effort has been given to its preparation. Remember, first impressions are lasting and in a situation where several people are competing for a position, your resume' may be the deciding factor. Therefore, ensure that your resume is clean, modernized and without errors. Resume's submitted with errors will be trashed.

Please include previous journalism experiences in high school as well as college. Be thorough and complete with your entries so that the committee can ascertain exactly what your job entailed while working on the staff.

| The Hornet Tribune<br>Managing Editor or Chief Operations Officer<br>STAFF APPLICATION |  |  |  |
|--|--|--|--|
|  | OFFICE<br>Interview<br>Grades<br>Essay<br>Constitution Examination<br>Resume'<br>TOTAL | USE ONLY<br>1.<br>2.<br>3.<br>4.<br>5. |  |
| NameLast   |  | First                                  | Middle   |
|  | Male Female  |  | Wildle   |
|  |  |  |  |
|  |  |  |  |
| Home/Permanent Add   |  |  |  |
| Address  |  |  | Apartment #  |
| City   |  | State                                  | Zip Code   |
| Telephone  |  | Cell Phone                             |  |
| Email Address  |  | Web Address                            |  |
| University Mailing Add   | dress  |  |  |
| Address  |  |  | Apartment #  |
| City   |  | State                                  | Zip Code   |
| Telephone  |  | Cell Phone                             |  |
| Email Address  |  | Web Address                            |  |
| Personal Information   |  |  |  |
|  | ry: <u>Caucasian</u>   | Hispanic                               | Il racial or ethnic minority groups.<br>Asian/Pacific Islander<br>NativeAfrican American |

### Academic Information

| List your undergraduate ma   | .jor  |                                |                     |
|--|---|--------------------------------|---------------------|
| If you listed journalism/con   | nmunication, indicate your empl                                     | asis or concentration          |                     |
|  |   | Visual                         | Design              |
| Broadcasting   | Online  | Multimedia                     | Print               |
| Which of the following cou   | rses have you taken or will have                                    | e completed by the end of the  | e Spring semester?  |
| Beg. Newswriting   |   |                                |                     |
|  |   | Sports Writing                 | e                   |
| Copy Editing   | Newspaper Design  | Online Editing                 |                     |
| Yearbook Design  | Magazine Design   | Video Editing                  |                     |
|  | berience<br>a high school, college or profess<br>s No Name of Publi |                                |                     |
| Check duties performed   | Copy Editing  | Reporting                      | Design              |
| 1  | HTML Coding   | Photography                    | Proofreader         |
| Check all of the positions y   |   |                                |                     |
|  |   | Copy Desk Chief                |                     |
| Content Editor   | Design Editor   | Photo Editor                   | I                   |
| Feature Writer   | Art Critic  | Columnist                      | Copy Edito          |
| How many hours a week do   | you plan to devote to this ende                                     | avor if you are selected to le | ad the staff?       |
| 1-5 hours  | 6-10 hours11-15 h<br>31-35 hours                                    | ours 16-20 hours               | 21-25 hours         |
|  | _   |                                |                     |
|  | er or freelancer for a professiona<br>Name of Publication           |                                | -                   |
|  | the average are published durin                                     |                                |                     |
|  |   |                                |                     |
| Indicate in which of the following the follo | lowing areas you have better that                                   | n average skills:              |                     |
| Proficient in hypert   | ext markup language (HTML)  | Proficient with graph          | ics and page design |
| Proficient in page la  | ayout, graphics and design  | Proficient in compute          | er generated charts |
| Proficient in report   | ing, writing and editing  | Proficient in photos a         | and photo editing   |
| Proficient in reporting Proficient in marke  | ting or telemarketing   | Proficient in sales an         | d advertising       |
| Proficient in video  | and video editing   | Proficient in public a         |                     |
| Indicate why you believe yo  | ou would be the best person to fi                                   | ll this position               |                     |

| Academic Information (Con                     | tinued)                            |   |
|---|------------------------------------|---|
| Junior High School Attended                   |                                    |   |
| Senior High School Attended                   |                                    |   |
| University Attended                           |                                    |   |
| <b>Personal Information</b>                   |                                    |   |
| seven years? A conviction wi<br>yes, explain: | ll not necessarily bar you from er | iolation) or been imprisoned during the last<br>nployment Yes No If |
|   |                                    | Tribune   |
| Employment History (Begin v                   | vith most recent employer)         |   |
| 1. Employer                                   |                                    | Dates Employed  |
| Address                                       |                                    | Telephone   |
| City  | State                              | Zip Code  |
| Beginning Salary                              | Ending Salary                      | Position held   |
| Reason for Leaving                            |                                    |   |
| 2. Employer                                   |                                    | Dates Employed  |
| Address                                       | Telephone                          |   |
| City  | State                              | Zip Code  |
| Beginning Salary                              | Ending Salary                      | Position held   |
| Reason for Leaving                            |                                    |   |
|   |                                    | Dates Employed  |
| Address                                       | Telephone                          |   |
| City  | State                              | Zip Code  |
| Beginning Salary                              | Ending Salary                      | Position held   |
| Reason for Leaving                            |                                    |   |

| Military Service   |
|--|
| Branch of Service  |
| Dates of Service   |
| Duties/Special Training  |
| Additional Information   |
| Do you have any disabilities that may require special accommodations on the part of The Hornet Tribune staff in order for you to function efficiently?YesNo If yes, please elaborate |

#### References

List the name, title, address, email address, office and home telephone numbers of two people (professors, former high school teachers (no relatives) who are familiar with the abilities that are needed for the job in which you are applying. Be sure to include area codes for telephone numbers and zip codes for addresses. Student Media Board members will call them during the selection process so please be sure they are aware that you have listed them as references. Do not list peers as references.

| 1. Name        | Title    |           |  |
|----------------|----------|-----------|--|
| Home Address   |          |           |  |
| City           | State    | Zip Code  |  |
| Home Telephone | Office 7 | Telephone |  |
| Email Address  | Fax #    |           |  |
| 2. Name        | Title    |           |  |
| Home Address   |          |           |  |
| City           | State    | Zip Code  |  |
| Home Telephone | Office   | Telephone |  |
| Email Address  | Fax #    |           |  |

#### Applicant's Statement (Signature Required)

I have read all of the information pertaining to The Hornet Tribune and if selected by the Student Media Board, I agree to honor my commitment to complete my year as the managing editor or chief operations officer unless I become medically disabled. All of the information I have given in this application is true.

Signature \_

# CHECKLIST

The following materials must be submitted in order for you to be considered for a managing editor or chief operations officer position on any of the aforementioned staffs:

| - | 1. | Managing Editor or Chief Operations Officer Staff Application   |
|---|----|---|
|   | 2. | A typed resume' listing all colleges you have attended, all major jobs<br>you have held since junior high school. We will look for the name,<br>address and telephone numbers of the company that employed you,<br>the names of your supervisor, the type of work you performed and<br>the dates you were employed. |
| 1 | 3. | A high school or college transcript or a typed list of all of your journalism courses with the grades earned will also suffice.   |
|   | 4. | A 500-word Essay. This two-page essay must be typed and double spaced.  |
| 1 | 5. | Student Media Board Constitution Examination Score.   |

Please make duplicates of all hard copies you submit

## Your Essay . . . An Important Part of the Student Media Board's Decision

Your 500-word essay must be typed in an easy-to-read typewriter or computer print font. It is permissible to make minor editing marks, should you spot errors while proofreading.

Often, panelists read and re-read an essay when deciding which students will advance to the finalist stage. Therefore, it is important to write a well-or-ganized, straightforward piece.

**TOPIC:** Write an essay describing what impact to the academic culture will the addition of a biomedical engineering program have on Alabama State University. **BE SURE TO TYPE YOUR FULL NAME AT THE TOP OF EACH PAGE OF YOUR ESSAY.** 

Please staple the essay to this page