The official student newspaper of Alabama State University

#### Gov. Kay Ivey announces she has lung cancer



#### Shaq and 2 Chainz to appear at 78th **Magic City Classic**



#### Stacey Foster wins the title of 'Miss Freshman'



#### **WE ARE FAMILY**

"No matter what the circumstances, we are a family ..."

ALEXIS BUTLER





#### Several student organizations hosted Several student organizations hosted "mayorial condidata" "mayorial candidate conversations"

BY NEFSAHYAIT BROWN
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## PUBLIC AFFAIRS DIVISION

The Hornet Tribune **ALABAMA STATE UNIVERSITY** 

**REVISED JANUARY 2021** 

# Job Summaries for Public Affairs and Communications Chief Strategic Communications Manager, Media Relations Manager Special Events Manager, Digital Newsletter Manager, Alumni Development Manager, and Community Relations Manager

#### **Public Affairs and Communications Chief**

The public affairs and communications chief manages the creation of marketing messages that positively raise the public image of **The Hornet Tribune**. He or she ensures that The Hornet Tribune brand is consistent, well timed, and newsworthy. Every day, the public affairs and communications chief direct strategies for newspaper, juggling several balls at a time. For example, the public affairs and communications chief may focus on establishing media relationships, arranging interviews, crafting public statements, handling crisis communications, writing talking points, creating press kits, and more. The public affairs and communications chief reports to the general manager and supervises six key managers.

**Strategic Communications Manager** 

The strategic communications manager works closely with the Communications and Public Affairs team, executive leadership, and others throughout the organization to support the organization's external communication and outreach goals. A strong writer with sound judgement, the manager leads initiatives under the mentorship and oversight of the public affairs and communications chief. He or she understands and promotes The Hornet Tribune's goals, writes high-quality content for the division and external outlets, and assists with daily administration of digital communication channels.

**Media Relations Manager** 

The position of media relations manager is perfect for a unique public relations professional with understanding of the programmatic newspaper industry. The media relations manager will be an excellent communicator and proficient technical writer, as they will be tasked with conceptualizing media strategies and authoring press releases. Media relations manager have a broad working knowledge of television, radio, and print journalism and skills in establishing a controlled, positive image in the media for The Hornet Tribune.

**Special Events Manager** 

The special events manager is responsible for every aspect of event planning. His or her duties center on planning and managing events of varying sizes and purposes. Special event manager must understand what it takes to make sure the logistics work out, keep everything within the allocated budget and ensure that the event itself is carried out smoothly. The special events manager's main duties include selecting venues, determining the cost, arranging event services and monitoring the chief's approval.

**Alumni Development Manager** 

The alumni development manager is responsible for growing, shaping, and organizing The Hornet Tribune's alumni. The alumni development manager is responsible for identifying alumni, encouraging them to join the alumni association, purchasing a subscription to The Hornet Tribune, and soliciting scholarship funds for students who want to work on The Hornet Tribune. The alumni development manager keeps records and directories of all alumni members; keep records of alumni members up to date makes appropriate changes to the alumni relations programs if needed especially when budget constraints are concerned.

**Digital Newsletter Manager/Editor** 

The digital newsletter manager/editor must have excellent written and oral communication skills, excellent organizational and management skills, and the ability to work within a tight-knit team as he or she will work within the entire The Hornet Tribune staff under the supervision of the public affairs and communications chief to source material for, write, edit and produce the monthly The Hornet Tribune Newsletter. This is one of The Hornet Tribune's key publications, so a strong understanding of The Hornet Tribune operations and an eye for detail are essential.

**Community Relations Manager** 

A community relations manager sustains positive relationships with community members, nonprofit organizations, and fellow employees in order to cultivate a favorable operating climate for The Hornet Tribune. They carefully develop a strategy designed to make positive contributions to the local area while raising awareness for The Hornet Tribune. People with strong presentation skills and a desire to interact with a variety of groups can succeed in this role. Community relations managers work with the strategic communications manager prepare a variety of publicity materials. They write news releases, organization stories, factsheets, talking points, speeches, and social media content. They make sure that any print or digital materials offered to the community enhance The Hornet Tribune's public image.

**Public Affairs Specialist** 

Public affairs specialists communicate with the public on behalf of The Hornet Tribune. They are also sometimes called communication, or media specialists. Public affairs specialists spread their employers' or clients' message to the public, often using media outlets as a means to do so, to help create awareness and uphold a certain image. Assist in developing press kit materials for media outlets, including press releases, images, pitch letters, case studies, feature articles, and trend stories. Arrange for press conferences, interviews, and other media and event appearances for the employer or client.

# Selection Process for Students who desire to work in Communications and Public Affairs Division

#### THE SELECTION COMMITTEE

With the exception of the public affairs and communications chief, the Selection Committee is composed of the public affairs and communications chief, editor-in-chief, media advertising chief and the general manager. The process is divided into stages unless the number of applications received is very low. Selection of finalists for any of the positions as stated above is based upon the following criteria:

#### THE SELECTION PROCESS

To be selected to work in the Communications and Public Affairs Division of *The Hornet Tribune* is a monumental achievement and is relatively one of the higher honors that a student can receive while attending Alabama State University. Any student who is selected to the positions of strategic communications manager, media relations manager, special events manager, alumni development manager, digital newsletter manager/editor, community relations manager and and public affairs specialist must submit the following information before he or she can be considered for the above mentioned positions: completed staff application, high school or college transcript, resume, and essay.

#### STAFF APPLICATION

Each student must submit a completed staff application to the selection committee. The staff application is interactive, so it must be neatly typed and submitted before the stated deadline. It must also be signed.

#### STUDENT'S ACADEMIC PERFORMANCE

The transcript allows the selection committee to review the academic performance of the applicant. It also allowed the selection committee to look at the courses the applicant has taken and the grades earned in both high school and college. In addition, the Selection Committee would like to review any portfolios authored by the candidate and published at Alabma State University, high school or any other publication.

#### **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. Any employment experiences that relate to public relations should also be included on the resume with detailed information regarding

references and time periods for holding the respective jobs. We wish you much success.

#### 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 Selection Committee determines which finalists 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 references on the application form. Three references are required.

#### THE INTERVIEW

The interview is probably the most important part of the process. This is where the candidate receives an opportunity to meet with the selection committee and demonstrate why he or she is the best person for the position. Here are some of the interview questions that have been asked in the past of candidates who applied for some of the positions: Why do you want to be in the position? 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, and 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.

#### THE CALL

After the selection committee has deliberated and selected and ranked the candidates, the general manager will call the candidates according to ranking and offer he or she the position. If the candidate accepts, he or she will meet with the general manager and the public affairs and communication chief for an orientation.

#### **PUBLIC RELATIONS TRAINING**

Each student who is selected to a position must go through basic public relations training. The training is essential as it allows the candidate to ensure a level of competency before taking on the position. The training takes four to six weeks and is modified to complement the position for which he or she is training. All students must go through the training unless they are public relations majors who are classified as seniors.

## The Hornet Tribune

## Communications and Public Affairs Division STAFF APPLICATION

OFFICE USE ONLY

Interview

### Experience/Writing Samples **TOTAL** Position Applying For: Name First Middle Gender: Male Female Classification Student Identification Number: \_\_\_\_\_ Are you a U.S. citizen? \_\_\_\_\_ Yes \_\_\_\_\_ No SSN#\_\_\_\_ **Home/Permanent Address** Address \_\_\_\_\_\_ Apartment #\_\_\_\_\_ City\_\_\_\_\_ State \_\_\_\_ Zip Code \_\_\_\_ Telephone \_\_\_\_\_ Cell Phone \_\_\_\_ Email Address Web Address **University Mailing Address** Address \_\_\_\_\_ Apartment #\_\_\_\_\_ \_\_\_\_\_State \_\_\_\_\_Zip Code \_\_\_\_\_\_ Email Address Web Address **Personal Information** The Hornet Tribune makes a special effort to attract applicants who are members of racial or ethnic minority Please check one category: Caucasian Hispanic Asian/Pacific Islander

\_American Indian/Alaskan Native \_\_\_\_\_African American

High School Experience Have you ever worked for a high so Name of Publication				Yes No
Did you hold any leadership position	ons in high school? 1	If so, please list th	em:	
-				
University/College Experience List your undergraduate major				
If you listed communications, indic	eate your emphasis of	r concentration		
Advertising Broadcasting	_Public Relations	Digital	Journalism	Design
Broadcasting	Print Journalism	Multim	nedia	Print
Which of the following courses have Intro to PR PR and Case Studies Multimedia Writing Beg. Newswriting  If you had to say which area that you  Practical Journalistic Experience  Check duties performed Check all of the positions that you have	Strategic Co Digital Styl PR Resear Media Rel Du would excel the be Copy Editing HTML Coding	ommunications e and Design/PR ch ations est would it be eve  Reporting	Media I PR Can PR Wri Copy I ents or writing? Design	Ethics  inpaigns  iting  Editing
Executive Editor Managing Editor Columnist  How many hours a week do you pla 1-5 hours 6-10 hours 25-30 hours 31-35 hours	Content Ed Design Edi Reporter an to devote to this e	ndeavor if you are		
Are you serving as a stringer or free Yes No Name of I				
Indicate why you believe that you v	would be the best per	rson to fill this pos	sition	

Academic Information (Co	entinued)			
Junior High School Attended	1			
Senior High School Attended	d			
University Attended				
Personal Information Have you ever been convicted seven years? A conviction w	ed of a crime (other than a traffic v	iolation) or been imprisoned during the last aployment Yes No. If yes,		
Names of friends or relatives	s that are employed by The Hornet	Tribune		
<b>Employment History (Begi</b>	n with most recent employer)			
1. Employer	Dates Employed			
Address		Telephone		
City	State	Zip Code		
Beginning Salary	Ending Salary	aryPosition held		
Reason for Leaving				
		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 staff in order for you to function efficient	ly? Yes No	ions on the part of The Hornet Tribune o If yes, please elaborate	
mer high school teachers (no relatives) w you are applying. Be sure to include area	ho are familiar with the ab codes for telephone numb g the selection process so p	ne numbers of two people (professors, for- polities that are needed for the job in which ers and zip codes for addresses. Screening please be sure they are aware that you have	
1. Name	Title		
Address			
City	State	Zip Code	
Home Telephone	Office Telephone		
Email Address	Cell #		
Professional Title			
1. Name		Title	
Address	Ctata	Zip Code	
Homo Tolonhono	State	Zalonhono	
Home Telephone	Office Telephone Cell #		
Professional Title			
1 Name		Title	
Address			
Address	State	Zip Code	
Email Address	Office Telephone Cell #		
Applicant's Statement (Signature Requ I have read all of the information pertai	nired) ning to The Hornet Tribut to complete my year as	ane and if selected by the Student Media an administrative editor unless I become	
Cianatura		Data	
Signature		Date	

## **CHECKLIST**

The following materials must be submitted to the general manager by the stated deadline in order for you to be considered to work in the Communications and Public Affairs Division of The Hornet Tribune.

1,	Public Affairs Division Application. Everything must be printed. The application will not be accepted with cursive handwriting.
2.	A typed resume.
3.	A 500 word essay. The application will not be accepted without the essay.
4.	High School or College Transcripts.

## Your Essay . . . An Important Part of the Committee's Decision

Your 500-word essay must be typed in an easy-to-read computer print font (Helvetica, 12 point). It is permissible to make minor editing marks, should you spot errors while proofreading.

Often the selection committee will read and re-read an essay when deciding which students will advance to the finalist stage. Therefore, it is important to write a well-organized, straightforward piece. Please do not exceed 500 words.

**TOPIC:** Write an essay stating some reasons why it is important that a nominee to the United States Supreme Court should be of importance to the African American community and why?

BE SURE TO TYPE YOUR FULL NAME AT THE TOP OF EACH PAGE OF THE ESSAY

Please staple the essay to this page