

Whitehurst crowned Miss Alabama State University

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Editorial Operations Division

The Hornet Tribune ALABAMA STATE UNIVERSITY REVISED JANUARY 2021

Job Summaries for Managing Editor for Editorial Operations, General Assignment Editor, Beat Manager, Staff Researcher and Archivist, COVID-19 Editor, **Content Editor, Assistant Content Editor, Investigative Reporter/Writer** Senior Staff Reporter/Writer, Staff Reporter/Writer, Staff Columnist, **Cartoonist, and Freelance Reporter/Writer**

Managing Editor for Editorial Operations is the middle ground between content editors and the editor-in-chief. All content editors, general assignment editors, staff researchers and archivist report to the managing editor for Editorial Operations. He or she is responsible for all editorial content that is placed in each issue of The Hornet Tribune and ensuring that the content is submitted a timely manner. The managing editor for Editorial Operations is responsible for a range of management duties, such as supervising personnel, and oversee dayto-day editing tasks from a broader level than content editors do.

General Assignment Editor is responsible for identifying at least 30 issues, events, activities and programs each week that can be presented to the staff for repertorial coverage as well as follow-up on stories that were presented the week before. The general assignment editor is the nerve center of the newsroom. This is where newsroom staff members discuss sources for breaking news, including police and fire scanners.

Beat Manager is responsible for meeting with key people across the entire campus to learn what events, activities and programs that their areas will be producing within the next two weeks. These events should be submitted to the general assignment editor each week.

Staff Researcher and Archivist is responsible for researching topics as assigned by the managing editor for Editorial Operations. References should originate from older copies of The Hornet Tribune, the library and the internet.

COVID-19 Editor is responsible for covering all stories connected to COVID-19 that occur on the campus.

Content Editor will work with a team of writers to develop and curate compelling and engaging content for The Hornet Tribune audience. The primary duties of the content editor will include content strategy, proofreading and editing, analyzing readership data, and developing the content strategy.

Assistant Content Editor is responsible for assisting the content editor to secure enough stories for the section each week, by reporting, writing and editing stories for that particular section.

Investigative Reporter/Writer will find the in-depth stories the readers want to know. They will evaluate the priorities of our target demographic before finding newsworthy statistics and occurrences to report. They must understand their subject matter from the inside out. They need to be accurate in the facts reported, but they also need to have the writing skills to keep people engaged in the pieces all the way to the end.

Senior Staff Reporter/Writer is responsible for responsible for researching and developing news content for The Hornet Tribune. The general nature of this position involves receiving the more complex stories since a great deal of news gathering, reporting, and editing is involved.

Staff Reporter/Writer is responsible for delivering updates and analysis on current happening with the main goal to keep public updated. They create stories and breaking news through different channels such as online news sites, and printed newspapers.

Staff Columnist is responsible for Staying updated with the local, national and international affairs on day to day basis The ideal candidate for this role would be a wordsmith. You should be an extraordinary storyteller who can showcase our products' value in a compelling and engaging way. You should possess amazing writing skills and should be fluent with grammar and punctuation.

Cartoonist is responsible for creating cartoons each week regarding news and editorial topics involving cartpus administrators, SGA officials or sports figures.

Selection Process for Students who desire to work in **Editorial Operations Division**

THE SELECTION COMMITTEE

With the exception of the managing editor for Editorial Operations, the selection committee is composed of the editor-in-chief, managing editor for editorial operations, and the general manager. The process is THE ESSAY 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 Editorial Operations 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 general assignment editor, begt manager, staff researcher and archivist, COVID-19 editor, content editor, assistant content editor, senior staff reporter/writer, investigative reporter/writer, staff reporter/writer, and freelance reporter/writer 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.

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 **STAFF APPLICATION** who applied for some of the positions: Why do you Each student must submit a completed staff appliwant to be in the position? What do you believe you cation to the selection committee. The staff applican bring to the position in terms of skills, attitude and cation is interactive, so it must be neatly typed and goals? What have you done in the past that demonsubmitted before the stated deadline. It must also strates you would be an asset to this publication, and if selected, and what will you do to move it forward? be signed. Each applicant should prepare well as your responses STUDENT'S ACADEMIC PERFORMANCE will weigh heavily on the decision made for the position being sought. The transcript allows the selection committee to re-

view the academic performance of the applicant. It also allowed the selection committee to look at THE CALL the courses the applicant has taken and the grades After the selection committee has deliberated and earned in both high school or college. In addition, selected and ranked the candidates, the general the selection committee would like to review any manager will call the candidates according to ranknews clips authored by the candidate and published ing and offer he or she the position. If the candidate at Alabma State University, high school or any other accepts, he or she will meet with the general manpublication. ager and the public affairs and communication chief for an orientation.

RESUME

The resume' will be carefully analyzed to determine JOURNALISM TRAINING how much time and effort has been given to its prep-Each student who is selected to a position must go aration. Remember, first impressions are lasting and in through basic journalism training. The training is esa situation where several people are competing for sential as it allows the candidate to ensure a level of a position, your resume' may be the deciding faccompetency before taking on the position. The traintor. Therefore, ensure that your resume is clean, moding takes four to six weeks and is modified to compleernized and without errors. Resume's submitted with ment the position for which he or she is training. All errors will be trashed. Any employment experiences students must go through the training unless they are that relate to news writing, news reporting, news journalism majors who are classified as seniors. editing 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 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. Two references are required.

THE INTERVIEW

The Hornet Tribune Editorial Operations Division STAFF APPLICATION	
OFFICE USE ONLYInterview1.Grades2.Essay3.Experience/Writing Samples4.Resume'5.TOTAL	
Position Applying for:	The state
Name Last First Middle	1000
Gender:MaleFemale Classification	The second
Social Security #:	1. 25
Are you a U.S. citizen? Yes No SID#	Mar Ca
Home/Permanent Address	
Address Apartment #	
CityStateZip Code	
Telephone Cell Phone	
Email Address Web Address	
University Mailing Address	
Address Apartment #	1 623
CityStateZip Code	13.0
Telephone Cell Phone	
Personal Information	
The Hornet Tribune makes a special effort to attract applicants from all racial or ethnic minority groups. Please check one category: Caucasian American Indian/Alaskan Native African American	

If you listed journalism/commu	inication, indicate your empha	sis or concentration	
Advertising			Design
Broadcasting	Online	Multimedia	Print
Which of the following courses			
Beg. Newswriting			g
Feature Writing	Opinion Writing	Sports Writing	
Copy Editing	Newspaper Design	Online Editing	
Yearbook Design	Magazine Design	Video Editing	
Practical Journalistic Experie Have you ever worked for a hig magazine)?Yes	gh school, college or profession		
Check duties performed	Conv Editing	Reporting	Design
			Proofreader
Content Editor	Design Editor Art Critic	Photo Editor Columnist	Archivist Reporter Copy Edit
1-5 hours 6-	-	urs 16-20 hours	
	Name of Publication		
If so, how many stories, on the Indicate which of the following			
Due Calinatin have a fact			1 1
Proficient in hypertext	markup language (H1ML)	Proficient with graphic	s and page desig
Proficient in reporting, writing and editing Proficient in photos and photo end photos and photos a		generated charts	
Proficient in reporting,	writing and editing	Proficient in photos and	a photo editing
Proficient in marketing		Proficient in sales and a	
Proficient in video and	video editing	Proficient in public affa	airs and promoti

Academic Information (Continued)

Junior High School Attended

Senior High School Attended

University Attended

Personal Information

Have you ever been convicted of a crime (other than a traffic violation) or been imprisoned during the last seven years? A conviction will not necessarily bar you from employment. _____Yes _____No If yes, explain:

Names of friends or relatives that are employed by The Hornet Tribune

Employment History (Begin with 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			
3. Employer		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 efficiently?	Yes	NoIf 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		
Home Telephone	Office Telephone	
Email Address	Fax #	
2. Name		Title
Home Address		
City		
Home Telephone	Office	Telephone
Email Address	Fax #	
Applicant's Statement (Signature Require	d)	
I have read all of the information pertaining t	to The Hornet Tribun	e and if selected by the Student Media

Board, I agree to honor my commitment to complete my year as an senior staff writer or investigative reporter/writer 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 position within the Editorial Operations:

1.	Editorial Operations Staff Application
2.	A typed resume'
3.	A high school or college transcript
4.	A 500-word Essay. This two-page essay must be typed and double spaced.
5.	Prior Experience (Writing Samples)

Please make duplicants of all hard copies that 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 wellorganized, straightforward piece.

TOPIC: Write an essay regarding how we can improve the statistic that says that there is nearly a 70% chance that an African American man without a high school diploma will be imprisoned before he is 40.

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

Please staple the essay to this page