

RECRUITMENT EDITOR

APPLICATION AND APPOINTMENT

Applications for the position of recruitment editor can be submitted any time between March 1 and April 15 to the student media coordinator. Applications are evaluated and ranked by the student media coordinator and the executive editor. Appointments are announced on May 1.

QUALIFICATIONS

- A. Must be a full-time student with a cumulative grade point average of at least 2.5 unless waived by the student media coordinator.
- B. Must be enrolled for a minimum of nine hours and be of sophomore standing or higher.
- C. Must possess good citizenship and have a commitment as well as a healthy respect for upholding university policy regarding student media, which protects a free and responsible press.
- D. Must have worked at least one semester as a staff reporter/writer unless waived by the student media coordinator.

TERM

The recruitment editor will serve from May 1 to April 30 of the following year. If he/she is interested in serving another term, he/she must reapply.

RESPONSIBILITIES

The **recruitment editor** recruits new reporters, writers and editors for the newspaper.

The recruitment editor will:

- A. Recruit new writers to the paper by appearing before basic newswriting classes, meetings of the National Association of Black Journalists, Public Relations Student Society of America, and Public Relations Council of Alabama, visiting the various residence halls and setting up a table in the university center to encourage participation with the campus newspaper. Coordinate all these appearances with the executive editor, faculty adviser and student media coordinator.
- B. Conduct at least three new writers' orientation meetings each semester to attract new talent to the paper. Responsible for setting the times of these meetings and working with the Marketing and Communications Division to place house ads in the paper announcing these meetings. Post fliers and contact journalism professors.
- C. Work closely with all new writers. Must be able to answer questions about the campus and local area, and be able to tell new reporters where to find answers to their questions.
- D. Compile story ideas to assign to contributing writers. Should work with all content editors to verify staff is not working on similar ideas.
- E. Explain to new writers basic style rules for writing a news story. Also demonstrate how to use the computers and telephones.
- F. Responsible for compiling a list of semester's contributors, their current status, as well as a list of prospective stringers or staff writers.
- G. Accept responsibility for any other duties as assigned by the managing