

UNIVERSITY BEAT MANAGER

APPLICATION AND APPOINTMENT

Applications for the position of university beat director can be submitted any time between March 1 and April 15 to the student media coordinator. Applications are evaluated and ranked by the executive editor and the student media coordinator. 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.

TERM

The university beat director 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 **university beat director** is responsible for dividing the university into functional news beats and delegating the responsibilities of securing events, activities and programs in each of these beats from the various technicians.

The university beat manager will:

- A. Attend all editorial board meetings.
- B. Review all press and news releases for relevancy and staple them to a Reporter's Beat Sheet and forward them to the general assignment editor.
- C. Divide the campus into 35 functional beats with named contacts, that must be maintained by a group of beat technicians.
- D. Ensure that all of the beats are contacted at least once per week.
- E. Meet with the general assignment editor at least once per week to review possible assignments for each section of The Hornet Tribune.
- F. Perform other duties as assigned by the Managing editor.