

The Gamecock

Editor in Chief

Job Description

The editor in chief of The Gamecock student newspaper is selected for each semester and the summer by the USC Board of Student Publications and Communications. Applicants must be of junior or senior standing, must maintain a minimum 2.5 GPR or the cumulative GPR requirement for graduation and to remain in good standing in his/her respective college (whichever is higher), and must have worked at the newspaper for at least one year (or equivalent experience). Applicants are judged on their submitted samples of work, responses on their application form, three letters of reference, and a formal interview before the Board. After the interviews, the Board votes and the new editor is selected. This process takes place at the end of each semester so that the new editor can begin planning his/her staff and any changes he/she wishes to make.

General Responsibilities

The editor in chief is responsible for the editorial aspect of the newspaper. As the student leader of the publication, the editor must always strive to ensure high quality and responsible journalistic standards. The editor must oversee the entire editorial staff and be available to assist them in any way in order to ensure a quality product. The editor must be familiar with and meet the requirements of the Board of Student Publications and Communications Bylaws, Statement of Principles, Statement of Understanding and Acceptance, and the constitution. The editor in chief is a University of South Carolina student leader and represents the student newspaper at any and all functions.

Specific Duties

1. Fill all paid positions on the editorial staff, which includes all section editors and assistant editors, the copy desk, and a managing editor (if desired).
2. Determine which positions are needed and which are not, depending on what he/she feels is in the best interest of the newspaper. These decisions must be made within the boundaries of the money budgeted for the staff payroll.
3. Work with the Director of Student Media in formulating a budget for the newspaper and operate within the guidelines set by that budget. Maintain communications and consult with the director.
4. Maintain communications with the creative director, and advertising and business managers. Maintain communications and consult with the faculty advisor.
5. Work with the graduate assistant on the planning, development, and implementation of training sessions and formal critiques of the newspaper.
6. Set and maintain office hours in order to be available to staff members as well as concerned readers and members of the Carolina community.
7. Be present during production hours on Gamecock production days (Tuesday, Thursday, and Sunday) in order to assist staff members and to be available to answer any questions regarding the content of the paper.
8. Recruit new staff members and strive to keep a high level of retention of staff members.
9. Set, explain and enforce deadlines and policies with the editorial staff.
10. Assume responsibility for all inventory assigned to The Gamecock.
11. Address all concerns that readers, staff members, or other interested parties may have about the newspaper.
12. Attend training sessions as necessary and participate in professional development opportunities. Represent The Gamecock at the annual LEAD conference.

Garnet & Black

Editor in Chief

Job Description

The editor in chief of the Garnet & Black student magazine is selected each April by the USC Board of Student Publications and Communications. Applicants must be of junior or senior standing, must maintain a minimum 2.5 GPR or the cumulative GPR requirement for graduation and to remain in good standing in his/her respective college (whichever is higher), and must have worked for the magazine for at least one year (or equivalent experience). Applicants are judged on their submitted samples of work, responses on their application form, three letters of reference, and a formal interview before the Board. After the interviews, the Board votes and the new editor is selected. This process takes place at the end of spring semester so that the new editor can begin planning his/her staff and any changes he/she wishes to make.

General Responsibilities

The editor in chief is responsible for the editorial aspect of the magazine. As the student leader of the publication, the editor must always strive to ensure high quality and responsible journalistic and literary standards. As the magazine is produced several times per year, deadlines are of extreme importance and meeting them is a major aspect of the position. The editor must oversee the entire staff and be available to assist them in any way in order to ensure a quality product. The editor must be familiar with and meet the requirements of the Board of Student Publications and Communications Bylaws, Statement of Principles, Statement of Understanding and Acceptance, and the constitution. The editor in chief is a University of South Carolina student leader and represents the student magazine at any and all functions.

Specific Duties

1. Fill all paid positions on the editorial staff, which includes section editors and assistant editors.
2. Determine which positions are needed and which are not, depending on what he/she feels is in the best interest of the magazine. These decisions must be made within the guidelines of the staff payroll budget.
3. Work with the Director of Student Media in formulating a budget for the magazine and operate within the guidelines set by that budget. Maintain communications and consult with the director.
4. Maintain communications with the creative director, and advertising and business managers. Maintain communications and consult with the faculty advisor.
5. Set and maintain office hours in order to be available to staff members as well as concerned readers and members of the Carolina community.
6. Set, explain, and enforce deadlines and policies with G&B staff.
7. Plan and conduct staff training workshops in consultation with advisor and student media staff.
8. Recruit new staff members and strive to keep a high level of retention of staff members.
9. Assume responsibility for all inventory assigned to the Garnet & Black.
10. Address all concerns that readers, staff members, or other interested parties may voice about the magazine.
11. Attend training sessions as necessary and participate in professional development opportunities. Represent Garnet & Black at the annual LEAD conference.

WUSC-FM 90.5

Station Manager

Job Description

The station manager of the student station, WUSC, is selected each April by the USC Board of Student Publications and Communications. Applicants must be of junior or senior standing, must maintain a minimum 2.5 GPR or the cumulative GPR requirement for graduation and to remain in good standing in his/her respective college (whichever is higher), and must have worked at the station for at least one year (or equivalent experience). Applicants are judged on their submitted samples of work, responses on their application form, three letters of reference, and a formal interview before the Board. After the interviews, the Board votes and the new manager is selected. This process takes place at the end of the spring semester so that the new manager can begin planning his/her staff and any changes he/she wishes to make.

General Responsibilities

The station manager is responsible for the student staff of the station, broadcast content, publications, promotions and fund raising. As the student leader of the station, the manager must always strive to ensure high quality and responsible standards. The manager must oversee the entire staff and be available to assist them in any way in order to ensure quality productions and an efficient organization. The manager must be familiar with and meet the requirements of the Board of Student Publications and Communications Bylaws, Statement of Principles, Statement of Understanding and Acceptance, and the constitution, as well as University policies and regulations. The manager must be familiar with and meet the requirements and policies set by the Federal Communications Commission. The station manager is a University of South Carolina student leader and represents the station at any and all functions.

Specific Duties

1. Fill all paid positions on the staff, which includes all assistant managers and directors. Supervise WUSC staff in elected and appointed positions.
2. Determine which positions are needed and which are not, depending on what he/she feels is in the best interest of the station. These decisions must be made within the boundaries of the money budgeted for the staff payroll.
3. Work with the Director of Student Media in formulating a budget for the station and operate within the guidelines set by that budget. Maintain communications and consult with the director.
4. Maintain communications with the creative director (in reference to publications) and the business manager. Maintain communications and consult with the faculty adviser, and affiliated resources (NAB, etc.).
5. Work with the graduate assistant on the development and implementation of training sessions (include a focus on indecency and obscenity policies and issues) and the upkeep of public access files.
6. Work with the station engineer and maintain communications with regard to supply and equipment needs for the station. Report all technical problems and broken equipment to the station engineer.
7. Set and maintain office hours in order to be available to staff members as well as concerned listeners and members of the Carolina community.
8. Insure the station is in full compliance with all FCC regulations.
9. Attend and coordinate all station meetings, including executive council sessions.
10. Recruit new staff members and strive to keep a high level of retention of staff members.
11. Explain and enforce policies with the staff.
12. Assume responsibility for all inventory assigned to WUSC.
13. Address all concerns that listeners, staff members, or other interested parties may have about the station.
14. Attend training sessions as necessary and participate in professional development opportunities. Represent WUSC at the annual LEAD conference.

Application 2006-2007

- Editor in Chief, The Gamecock
 Summer 2005
 Fall 2005
- Editor in Chief, Garnet and Black
- Station Manager, WUSC-FM

Please type information.

Name _____ SSN _____ Phone _____

Local Address _____

Major _____ GPR _____

Total Hours Earned _____ Anticipated Course Load (Fall) _____ (Spring) _____

Hours Carried in current semester _____ Anticipated Semester GPR _____

Please use back of application or attach other pages.

1. List any experience you have had working within the organization for which you are applying to lead.
 2. List other experience (student leadership roles, work with commercial media organizations, academic work, etc.) that would be relevant for consideration with your application.
 3. What role do you think the organization you are applying to lead should play in the USC community?
 4. What do you consider to be the major responsibilities for the position for which you are applying?
 5. Include a statement of your goals for the media organization with a short explanation of how you would work to achieve those goals.
- Attach three letters of reference and up to two examples of your work. (Information will be copied for Board review. Please provide your work on 8 1/2 x 11" sheets, or provide 12 copies.)

The faculty advisor of the organization for which you are applying to lead must sign this application before it can be considered by the Board.

Advisor's Signature _____ Date _____

Applicant's Signature _____ Date _____

For office use only.

**Please return to: Department of Student Life, Russell House 115
Deadline Wednesday, March 29, 2006 - 4:00 P.M.**

Leadership Enrichment And Development Retreat
LEAD Application
White Oak Conference Center
Winnsboro, SC
May 3 & 4, 2006

Name _____ Date _____

E-mail address _____ Local Phone # _____

Campus Address _____

Parent/Guardian(s) address _____ Ph # _____

Major _____ G.P.A. _____ Current Class Year (So, Jr.) _____

Do you have any special needs (dietary, physical, etc.)? _____

Student Organization you are representing: _____

Please respond to the following questions:

1. Please list all campus activities and organizations you are member of and offices you have held or presently hold.
2. What do you think are the key issues (besides parking, food, and housing) confronting students at USC?
3. What do you hope to learn by participating in the LEAD conference?
4. Please submit a brief autobiography (75 words or less) for the LEAD participant notebook. Humor is encouraged ☺.

I do hereby certify that the information I have given in this application is true and accurate. By registering for the LEAD 2006 Conference, I agree to abide by all the rules and regulations that are established.

Signature _____ Date _____

Applications due Friday, March 31, 2006 by 5pm

Leadership Programs
Russell House Suite 227
Fax 803-777-7132 Phone 803-777-8165
leadership@gwm.sc.edu

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