



Associated Students of Western Washington University
~~AS Publicity Center~~ AS Review
AS Review Editor in Chief

About the Position

The AS Review serves as a hub of information about Associated Students (AS) events, and as a source for AS - related news and other issues of student concern. The AS Review is comprised of a news section, which seeks to provide timely coverage of issues that are relevant to Western students; a calendar highlighting upcoming events on and off campus; articles both reviewing and previewing these events; and an editorials and opinions section featuring AS club and students submissions, as well as staff editorials.

Position Classification

Directors are responsible for coordinating the activities of different programs in a large department to ensure quality programming and/or efficient use of student resources. Specific duties include establishing departmental goals, departmental training, program approval, personnel management and supervision, departmental budget authority, communication among employees, coordination of programs efforts, and conflict resolution. These positions operate under the management and direction of the AS Board of Directors.

About the Department

The AS Publicity Center (PC) provides promotional services such as graphic design, printing, reproduction, media coordination, distribution, photography, and coverage in The AS Review to students, student organizations, and some campus departments.

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Terms of Position

This is a three quarter position. This position starts the Monday two weeks before the start of classes fall quarter and ends the Friday of finals week the following spring quarter. This position works an average of 19 hours per week. The position holder may work more some weeks and less other weeks depending on the office's needs. The position holder is neither required nor expected to work during intersession, winter break or spring break.

AS Employment Qualifications

- Maintain a minimum credit load throughout term of position of 6 credits for undergraduates and 4 credits for graduates.

- Maintain a minimum of a 2.00 cumulative grade point average.
- Ability to complete the entire term of the position.

Preferred Qualifications

- Organizational and time management skills.
- Ability to communicate and work effectively with a wide variety of people on Western's campus and in the Bellingham community.
- Prior experience managing volunteers or employees.
- Working knowledge of AP style.
- Experience using Adobe InDesign.
- Basic knowledge of department and position specific responsibilities.
- Budget management knowledge or experience.
- Ability to work independently and responsibly, while supervising others.
- Ability to work collaboratively with multiple people and organizations.
- Ability to work within deadlines and problem solve.
- Ability to work flexible hours.

AS Employment Responsibilities

- Serve the membership of the Associated Students in a professional and ethical manner by:
 - Being familiar with and upholding the AS Charter, all WWU policies, and all AS policies including the Employment Policy, Code of Conduct, and Program Standards.
 - Attending all AS staff development events: pre-fall orientation, pre-winter, pre-spring, and mid-quarter staff developments.
 - Being knowledgeable of the AS organization and its general operations.
 - Serving on search committees as designated by the AS Personnel Director.
- Ensure the legacy of this position by:
 - Working with supervisor and Personnel Director to revise and update position job description.
 - Working with the previous position holder to complete a minimum of 15 hours of unpaid internship as well as providing a 15 hour internship to the incoming position holder.
 - Developing and maintaining a legacy document as required by the AS Employment Policy.

Publicity Center Responsibilities

- Provide support to Publicity Center by:
 - o Maintaining a minimum of 15 office hours per week coordinated with the Publicity Center Coordinator.
 - o Attending periodic Publicity Center staff meetings,
 - o Assisting with clients at front desk when needed,
 - o Completing other duties as assigned.

Position Responsibilities

- Ensure the timely production of the paper by:
 - o Maintaining posted office hours

- o Assisting in the layout and production of the paper on "production days" (sometimes requires late nights).
- o Proofreading and editing, with the Assistant Editor, of all stories submitted for AP style content, and grammar,
- o Maintaining communication with staff through weekly staff meetings,
- o Assigning stories to staff and checking up on progress at regular intervals during the week.
- o Supervising and supporting editorial and writing staff,
- o Providing weekly story ideas for consideration.
- o Interfacing with Bellingham Herald production staff to set production schedule,
- o Uploading final digital file to Bellingham Herald for printing by the deadline.
- Ensure the growth and development of the paper by:
 - o Recommending publication or staffing changes to Publicity Center Coordinator,
 - o Working with Assistant Editor to improve online presence,
 - o Punctually completing staff evaluations,
 - o Training the incoming Editor in Chief,
 - o Archiving copies of all printed issues.

Salary

This position will receive \$8,398 per position term (approximately \$423 twice per month).

Reportage

This position reports directly to Publicity Center Coordinator.

This job description is subject to change in accordance with the AS Employment Policy.
 The Associated Students is an Equal Opportunity Employer.
 Revised on February 28, 2013 by motion ASB-13-W-21.