THE DAILY GAMECOCK  
Editor-in-Chief  
Job Description

The editor-in-chief of The Daily 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, social media manager and advertising and business managers. Maintain communications and consult with the faculty/staff advisor.
5. Work with the director and social media manager 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 The Daily Gamecock’s production hours 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 Daily 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.
The station manager of the student television station, SGTV, is selected each fall 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, scheduling, promotions and fundraising. 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 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 producers and directors. Supervise SGTV staff in 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, social media manager and the business manager. Maintain communications and consult with the faculty/staff adviser and affiliated resources.

5. Work with the director and social media manager on the development and implementation of training sessions and the upkeep of 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 viewers and members of the Carolina community.

8. Attend and coordinate all station meetings.

9. Recruit new staff members and strive to keep a high level of retention of staff members.

10. Explain and enforce policies with the staff.

11. Assume responsibility for all inventory assigned to SGTV.

12. Address all concerns that viewers, staff members, or other interested parties may have about the station.

13. Attend training sessions as necessary and participate in professional development opportunities.

14. Represent SGTV at the annual LEAD conference.
This information will be used to verify your personal information, including cumulative G.P.A. but will not be retained as part of your application once awards selections have been made.

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HONOR STATEMENT: I certify that all of the following information is true to the best of my knowledge. I understand that the Board of Student Publications & Communications maintains the right to verify any part of the information provided. Additionally, I give permission for the Board to access my student records in any of the departments on campus.

_________________________________________  ____________________________________
Signature       Date

Please return to: Department of Student Life, Russell House 112
Deadline: Thursday, November 9, 2017 - 4 p.m.

For office use only.
Please type information.

Name __________________________________________________________

Local Address _____________________________________________________________________________

E-mail ________________________________________ Phone _________________

Major ________________________________________________________________

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

Hours Carried in current semester __________

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.)

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Deadline: Thursday, November 9, 2017 - 4 p.m.