

Annual Employees Policy

Purpose:

To ensure that positions vital to the operation of the Augustana Students' Association are filled by May 1 for the following academic year and to ensure that job descriptions are clearly outlined to limit discrepancy between years.

Policy:

- All applications will be posted in March and hiring will occur before the end of the academic year.
- All contracts will be signed by the Executive Director and the incoming/newly elected President.
- A hiring committee will be created for each of the positions and must include the Executive Director as a non-voting member.
- All annual employees must be full time students.

Dagligtale Editor-in-Chief

Job Summary

The Editor-in-Chief will be in charge of the overall management of The Dagligtale newspaper, hiring and managing staff, and budgeting and tracking the organization's finances. The Editor-in-Chief must promote fair and accurate reporting, ensure that the newspaper adheres to the Code of Ethics of Journalism, and stay up-to-date with current events and news that impacts students.

Duties and Responsibilities

Specifically, the Editor-in-Chief will be responsible for:

- Ensuring the newspaper's budget is balanced
- Having strong writing and editing skills
- Setting the publication schedule for the year, with feedback from the Managing Editor
- Maintaining a positive relationship with stakeholders, both internal and external to campus
- Providing periodical updates to the ASA regarding the Dagligtale's operations
- Applying for grants and doing research on other annual funding sources

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- Ensuring the content of the Dagligtale meets the ASA offensive content guidelines
- Seek and coordinate advertising for the website

The Editor-in-Chief will:

- Complete any training, grammar, AP style, marketing, management, and leadership
- Be part of the recruitment and hiring campaign for Dagligtale staff
- Train and manage writing and photography staff
- Set up staff meetings and office hours, attending them consistently
- Provide regular story and content submissions
- Work on general promotion of the newspaper throughout the year, in conjunction with the Managing Editor
- Assist with copy editing when necessary
- By April 30th, transition and train the new Editor-in-Chief and orientate the new Managing Editor

Qualifications

The Editor-in-Chief will demonstrate the following:

- Experience with writing and proofreading
- Knowledge of updating and maintaining a website
- Ability to work with minimal supervision
- Conscientious work habits

- Is a current Augustana Campus student and will be for the duration of the contract

Dagligtale Managing Editor

Job Summary

The Managing Editor will be in charge of the online publication of The Dagligtale newspaper, assisting the Editor-in-Chief with hiring and staff training, and adhering to the annual budget. The Managing Editor must promote fair and accurate reporting, ensure that the newspaper follows the Code of Ethics of

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Journalism, and stay up-to-date with current events and news that impacts students.

Duties and Responsibilities

Specifically, the Managing Editor will be responsible for:

- Having strong writing and editing skills
- Publishing and maintaining content on the website and social media channels
- Work with the Editor-in-Chief to ensure that staff submit assignments on time
- Working with advertising staff in promotion of any online advertising
- Ensuring content of The Daglightale meets the ASA Offensive Content Guidelines

The Managing Editor will:

- Complete any training, grammar, AP style, marketing, management, and leadership
- Coordinate and run the annual readership survey
- Be part of the recruitment and hiring campaign for Daglightale staff
- Assist with training of the writing and photography staff
- Attend all staff meetings and office hours
- Provide regular story and content submissions
- Do copy editing and proofing for all submissions
- Work on general promotion of the newspaper throughout the year, in conjunction with the EIC
- By April 30th, transition and train the new Web/Social Media Editor

Qualifications

The Managing Editor will demonstrate the following:

- Experience maintaining and updating websites and other social media channels
- Experience with writing and proofreading
- Ability to work with minimal supervision
- Conscientious work habits
- Is a current Augustana Campus student and will be for the duration of the contract

Policy # 3.1.12

Section : Personnel

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Deputy Returning Officer

Refer to policy 2.3.3 for a full job description

Last Revised
Date of Passage

2021/03/08
2021/08/17