

Job Descriptions

The Staff

Senior Staff Writer:

- Expected to work up to but no more than 20 hours a week. This schedule requires senior writers to write up to four stories a week. *(NOTE: Each completed story is worth four hours of pay.)*
- Producing stories likely could include attending events and/or interviews and taking photographs.
- Position is awarded to students who have worked more than one semester on Student Publications, and have proved their reporting and writing skills to be above average.
- To be eligible for a senior writer position, a reporter must have completed either News Gathering and Reporting or Public Relations Writing.
- Assigned a regular beat to work, and will be asked to contribute story ideas and stories from their beat.
- Encouraged to work with the editorial team to package their stories with graphics and photographs.
- Required to attend weekly staff meetings.
- Required to turn in all of their copy on deadline, with an extended deadline given only by a member of the editorial team.
- Required to revise stories on deadline.
- Senior staff writers' pay is contingent entirely on the stories they submit.
- Accountable for working their beat and the content of their stories.

Staff Writer:

- Expected to work up to but no more than 20 hours a week. This schedule requires writers to write up to four stories a week. (*NOTE: Each completed story is worth four hours of pay.*)
- Producing stories likely could include attending events and/or interviews and taking photographs.
- Position is entry level for students interested in working on publications staff. (*NOTE: Any OCU student is eligible to work for Student Publications.*)
- Staff writers cannot be paid until they have successfully written and published three articles.
- Staff writers are encouraged to enroll in and completed either a News Gathering and Reporting or Public Relations Writing course.
- Assigned a regular beat to work, and will be asked to contribute story ideas and stories from their beat.
- Encouraged to work with the editorial team to package their stories with graphics and photographs.
- Required to attend weekly staff meetings.
- Required to turn in all of their copy on deadline, with an extended deadline given only by a member of the editorial team.
- Required to revise stories on deadline.
- Staff writers' pay is contingent entirely on the stories they submit.
- Accountable for working their beat and the content of their stories.

Sports Writer:

- Expected to work up to but no more than 20 hours a week. This schedule requires writers to write up to four stories a week. (*NOTE: Each completed story is worth four hours of pay.*)
- Producing stories likely could include attending events and/or interviews and taking photographs.
- Position is entry level for students interested in working on publications staff. (*NOTE: Any OCU student is eligible to work for Student Publications.*)
- Sports writers cannot be paid until they have successfully written and published three articles.
- Sports writers are encouraged to enroll in and completed either News Gathering and Reporting or Public Relations Writing course.
- Assigned a regular sports-related beat to “work,” and will be asked to contribute story ideas and stories from their beat.
- Encouraged to work with the editorial team to package their stories with graphics and photographs.

- Required to attend weekly staff meetings.
- Required to turn in all of their copy on deadline, with an extended deadline given only by a member of the editorial team.
- Required to revise stories on deadline.
- Sports writers' pay is contingent entirely on the stories they submit.
- Accountable for working their beat and the content of their stories.

Photographer:

- Expected to work up to but no more than 20 hours a week.
- Expected to complete all photography assignments given, including those for weekly wild art and group portraits.
- May be required to attend events and interviews when taking photos.
- Responsible for the correct identification of individuals pictured in photographs.
- Responsible for writing cutlines for all photos they take.
- Must ensure all photos for publication are color corrected and properly archived.
- Responsible for the maintenance and upkeep of the photography equipment.
- Must check out the photography equipment for assignment, and turn it in when the assignment is complete. (*Note: Keeping university equipment overnight is prohibited for any editor.*)
- Expected to attend weekly staff meeting.
- Photographer's pay is contingent entirely on the photographs they submit.
- Accountable for the journalistic integrity of their photos and the accuracy in their cutlines.

Videographer:

- Expected to complete all videography assignments given on the assigned deadline.
- May be required to attend events and interviews while shooting video.
- Responsible for the correct identification of individuals pictured in video.
- Responsible for correct lower thirds on all video shot.
- Must ensure all video is properly edited and archived.
- Responsible for the maintenance and upkeep of the video equipment.
- Must check out the video equipment for assignment, and turn it in when the assignment is complete.

- Expected to attend staff meetings as requested by multimedia editor.
- Encouraged to attend weekly Student Publications meetings.
- Videographer's pay is contingent entirely on their package completion and submission. Videographers are paid \$100 per completed package (if they do all aspects of the package).
- Accountable for the journalistic integrity and accuracy of their video package.

Columnist:

- Expected to work up to but no more than 20 hours a week on an “as needed” basis. This schedule requires writers to write up to four columns a week. (*NOTE: Each completed story is worth four hours of pay.*)
- Producing columns likely could include attending events and/or interviews.
- Position is entry level for students interested in working on publications staff. (*NOTE: Any OCU student is eligible to work for Student Publications.*)
- Columnists cannot be paid until they have successfully written and published three articles.
- Columnists are encouraged to enroll in and completed either a News Gathering and Reporting or Opinion Writing course.
- Ask to contribute their own column ideas as well as work from those suggested by editors. (*NOTE: Columns must pertain to university life.*)
- All columnists are required to take a photo to run with their columns. They also must run their name with their column.
- Required to attend weekly staff meetings.
- Required to turn in all of their copy on deadline, with an extended deadline given only by a member of the editorial team.
- Required to revise columns on deadline.
- Columnists can and will be edited for content and style.
- Columns should be about 350 words to avoid drastic editing.
- Columnists also could be called up to write news stories when warranted.
- Columnist's pay is contingent entirely on the column they submit.
- Accountable for the fair and accurate content in their columns.

Editorial Cartoonist:

- Hired on an “as needed” basis.
- Paid only when funding is available and no more than \$20 per cartoon.
- Must design original work.
- Cartoons must be campus-related.
- Cartoonists are paid only when their cartoon is published.
- Required to turn in cartoons on a deadline.
- Required to revise cartoons if necessary.
- Accountable for the content of their cartoon.

Advertising Representatives:

- Works up to but no more than 20 hours a week for Student Publications.
- Paid 15 percent of personal advertising sales revenue.
- Responsible for personal advertising content and revenue.
- Works with the layout editor and graphic designers to design advertisements.
- Encouraged to attend weekly staff meetings.
- Documents all ads in the advertising book and makes sure they are paid for before they are set to run.
- Spends time off campus soliciting advertising and meeting with clients and potential clients.
- Maintains open lines of communication with the newspaper’s advertising clients.
- Responsible for sending ad proofs to clients.
- Responsible for collecting advertising revenue from clients.

Graphic Designer:

- Works up to but not more than 20 hours a week for Student Publications.
- Works with editors and writers to determine graphic content and size.
- Ensures the adviser approves all graphics.
- Ensures all graphics adhere to Associated Press and Student Publications style rules and are in appropriate color mode.
- Responsible for the accuracy of graphics produced.
- Expected to attend weekly staff meeting.
- Encouraged to attend weekly editorial meeting.
- Required to check in the newsroom by noon on pagination day to make corrections to graphics.

- Required to meet deadlines and revise on deadline.
- Accountable for designing graphics that fit with the theme and look of the publications.

Page Designer:

- Works up to but not more than 20 hours a week for Student Publications.
- Works with editors and writers to design assigned pages of a publication.
- Works with the editors to ensure all pages are approved by the adviser.
- Ensures all graphics adhere to Associated Press and Student Publications style rules and are in appropriate color mode.
- Responsible for the accuracy of graphics/pages produced.
- Expected to attend weekly staff meeting.
- Encouraged to attend weekly editorial meeting.
- Required to work in the newsroom on pagination days to correct pages they designed and help with page corrections.
- Required to meet deadlines and revise on deadline.
- Accountable for designing pages that fit with the theme and look of the publications.

Circulation Director:

- Works up to but no more than 20 hours a week for Student Publications.
- Responsible for distribution of Student Publications, specifically the yearbook and newspaper. (*NOTE: This includes picking up the weekly newspaper at the printer and distributing it by 8 a.m.*)
- Responsible for maintaining Student Publications distribution equipment.
- Must deliver publications in a timely manner as determined by editorial team and adviser.