

**Office of the Executive Secretary**  
THE HILLTOP  
Office of Student Activities (806-5990)  
Blackburn Center, Suite 122  
Howard University  
Washington, DC 20059

For official use only  
**Certification**  
GPA \_\_\_\_\_

Enrolled Spring 20 \_\_\_\_  
**Total Hours** \_\_\_\_  
**Full Time** Y \_\_\_ N \_\_\_

**THE HILLTOP APPLICATION Editor-in-Chief**  
2017-2018

Please type:

Name \_\_\_\_\_ Classification \_\_\_\_\_

ID Number \_\_\_\_\_ School/College \_\_\_\_\_ Major \_\_\_\_\_

Local Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email address \_\_\_\_\_

Local Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Home Address \_\_\_\_\_

Home Phone \_\_\_\_\_

Projected graduation date \_\_\_\_\_

\*Have you ever been convicted of a crime, excluding misdemeanors and summary of offenses? \_\_\_\_ yes \_\_\_\_ no. If yes, please describe in full \_\_\_\_\_

Are you a United States Citizen? \_\_\_\_ if no, indicate immigration status and registration number \_\_\_\_\_

Summer 2017 plans: \_\_\_\_\_

Please review qualifications, criteria, and employment contract for position prior to submission of application.

1. That I will be required to train with the current Editor-in-Chief and Technical Adviser for a minimum of 2 hours per week from April 1-May 5, and will be expected to play a substantial role in producing the Commencement Edition of the paper in May as part of the unpaid training program. *My initials indicate my understanding of and agreement to this requirement.* \_\_\_\_\_

2. That upon selection by the Policy Board, I will be required to begin working in April to develop a proposed budget, staffing model and summer action plan for *The Hilltop* and that I will have to return to Washington, DC during the summer by no later than August 1. *My initials indicate my understanding of and agreement to this requirement.* \_\_\_\_\_

3. That I meet the eligibility criteria for the position of Editor-in-Chief of *The Hilltop* and I understand that Howard University Hilltop Newspaper is not responsible for any costs related to summer or regular school year housing, academic required classes etc. *My initials indicate my understanding of and agreement to this requirement.* \_\_\_\_\_

4. I understand that I will be required to **work on campus** and hold a minimum of 30 office hours during business hours 9 am -5 pm Monday through Friday beginning August 1 through August 18, 2017. *My initials indicate my understanding of and agreement to this requirement.* \_\_\_\_\_

My signature attests that the information supplied on this application is true and accurate.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**APPLICANTS, PLEASE PROVIDE THE FOLLOWING:**

1. Attach a resume and five writing samples
2. Unofficial Transcript
3. Candidate must possess a Cumulative G.P.A of 2.70
4. Candidate must possess a minimum of sixty (60) credit hours earned at Howard University at the time of appointment, or be a transfer student and have successfully completed at least 30 credit hours.
5. Evidence of Summer 2017 enrollment in or successful completion of a course, seminar or workshop in the ethical and legal aspects of journalism
6. An essay explaining your reason for applying for Editor-in-Chief and why you are the best person for the job. (Not to exceed 500 words)
7. An evaluation of *The Hilltop* and your ideas for improvement
8. Your action plan for the Summer of 2017 and the 2017-2018 academic year
9. Three letters of reference that provide evidence of your journalistic skills and management experience (one must be from a professional not associated with Howard University).

**RETURN YOUR COMPLETED APPLICATION TO THE OFFICE OF STUDENT ACTIVITIES, BLACKBURN UNIVERSITY CENTER, SUITE 122, ON OR BEFORE March 27, 2017, no later than 5:00 pm.**

*NOTE: An interview with The Hilltop Policy Board is mandatory in order to be considered for the position of Editor in Chief. Interviews will be scheduled April 2017, between 5pm – 7pm. Please indicate your requested interview time slot (please identify a 1<sup>st</sup> and 2<sup>nd</sup> choice).*

*Interview Slot: \_\_\_ 5pm \_\_\_ 5:30pm \_\_\_ 6pm \_\_\_ 6:30pm*

**APPLICATION FOR THE HILLTOP EDITOR-IN-CHIEF CRITERIA**

**I. GENERAL ELIGIBILITY CRITERIA ACADEMIC**

The Editor-in-Chief must meet the following general eligibility criteria:

**A. ACADEMIC**

1. Must be currently enrolled as a full-time student and have at least a 2.7 cumulative grade point average at the time of application and throughout the tenure of the position.
2. Must remain a full-time student, maintain a 2.7 grade point average each semester, and remain in good academic standing for the duration of term of editorship.
3. Must provide evidence of summer 2017 enrollment in or successful completion of a course, seminar or workshop in the ethical and legal aspects of journalism, prior to selection as Editor-in-Chief.
4. Must be at least of junior classification having successfully completed (60) credit hours earned at Howard University at the time of appointment, or be a transfer student and have successfully completed at least 30 credit hours during editorship.

**B. EXPERIENCE**

1. Must show evidence of ability to write and edit.
2. Must show evidence of ability to manage and lead a diverse staff.
3. Must show evidence of working knowledge of newsgathering and publication for distribution in print, online and through social media, including desktop publishing and using computers and programs, such as the Adobe Suite.
4. Must have previous experience in journalism or mass communication-related work.
5. Must show evidence of having worked productively in some leadership capacity within an organizational framework.
6. Must show evidence of understanding the needs, issues and perspectives of the Howard University student community.

**C. PERSONAL**

1. Must show evidence of a personality that can ensure harmonious working relationships with staff and the University community.
2. Must show evidence of a willingness to work cooperatively with other agencies.
3. Must exhibit the ability to communicate effectively.

**II. MAJOR RESPONSIBILITIES OF THE EDITOR-IN-CHIEF**

1. Produce *The Hilltop* newspaper in print and on the Internet on schedule and supervise its operation in accordance with accepted ethics of journalism and policies established by The Hilltop Policy Board.
2. Develop job descriptions in conjunction with the Hilltop Newspaper Technical Adviser for *The Hilltop* staff positions and select the sub editors and staff other than Business Manager in accordance with the University policies and procedures.
3. Review all material prior to publication to make sure it is verified to be accurate, in correct context, promotes understanding and is fairly reported and fairly written.
4. Supervise staff and manage facilities in accordance with the Hilltop Policy Manual.
5. Provide reports of *The Hilltop* operations to The Hilltop Policy Board, Hilltop Newspaper Technical Adviser and Student Activities Adviser.
6. Develop the yearly operating budget in conjunction with the Business Manager for consideration by The Hilltop Policy Board.
7. Administer the entire budget in accordance with University procedures and make changes subject to approval of The Hilltop Policy Board.
8. Formulate and enforce editorial policy.
9. Apply the principals of news production effectively and economically.
10. Develop and maintain an effective inventory control system.
11. Maintain communication with all segments of the University community.
12. Serve as a member of The Hilltop Policy Board.