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THE TIME IS ALWAYS NOW
HOWARD UNIVERSITY
SESQUICENTENNIAL
1867 - 2017

Excellence in Truth and Service

Office of the Executive Secretary
THE HILLTOP
Office of Student Life & Activities (202-806-5990)
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 Newspaper Application Editor & Chief Position
2018-2019**

Please print or type:

Name: _____ Classification: _____ ID #: _____

School/College: _____ Major: _____ GPA: _____

Expected Date of Graduation: _____

Local Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

Primary Phone No.: _____ Secondary Phone No.: _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

Are you a United States citizen? _____ If no, indicate immigration status and registration number: _____

Have you ever been convicted of a crime? (misdemeanors) Y__ N__

If yes, please describe: _____

I understand that I will be required to **work on** campus and hold a minimum number of 20 office hours during business hours 9 am -5 pm Monday thru Friday for the summer 2018. No exceptions. *My initials indicate my understanding of and agreement to this requirement* _____

Summer 2018 plans: _____

Application Requirements:

1. All applicants must provide 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 thirty (30) 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 2018 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 of news coverage
8. Your action plan for the Summer of 2018 and the 2018-2019 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 April 3, 2018, no later than 12:00pm.**

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 in early April (exact date TBD) between 5pm – 7pm. Please indicate your requested interview time slot (please identify a 1st and 2nd choice).

Interview Slot: ___ 5pm ___ 5:30pm ___ 6pm ___ 6:30pm

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 2018 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 sophomore classification having successfully completed (30) 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.



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Please review and initial after each of the below statements, this will serve as your understanding and agreement.

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 9-May 6, 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 1st. *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 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 no later than August 1st. *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