



JOB DESCRIPTION

Collegian editor-in-chief

The Kansas State Collegian is the student-run, student-operated newspaper at Kansas State University. It is one of seven publications of the Collegian Media Group in partnership with the Collegian website, the Royal Purple yearbook and the Royal Purple website, Manhappenin' magazine and Manhappenin' magazine website and the Parents' Guide.

During the fall and spring semesters, the Collegian prints three days a week with a circulation of 4,500. In the summer, the weekly Collegian has a press run of 3,000.

The Board of Directors of the Collegian Media Group selects the Collegian editor-in-chief each fall, spring and summer semester. The editor then collects news staff applications, coordinates interviews, defines positions and duties and hires all positions.

The Collegian staffs of summer and fall semesters may be responsible for back-to-school editions published and distributed before semester classes begin.

Duties of the Editor-in-chief

The Collegian editor-in-chief is responsible for

- overseeing all content and editorial decisions.
- serving as the face of the Collegian throughout campus.
- hiring and firing staff members and preparing staff payroll.
- holding regular, all-staff meetings.
- maintaining at least 15 office hours each week to work exclusively on Collegian specific or Collegian Media Group assignments.
- taking the lead on or advise major newsroom projects.
- setting attainable goals, establishing a vision for the publication.
- balancing the newsroom budget.
- collaborating with other student executives within the organization including the leaders of the joint-multimedia staffs and the advertising manager.
- recruiting, training and motivating staff members.