



JOB DESCRIPTION

Manhappenin' editor-in-chief

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

Manhappenin' magazine is published each semester with a circulation of 5,000.

The Board of Directors of the Collegian Media Group selects the Manhappenin' editor-in-chief. The editor then collects Manhappenin' staff applications, coordinates interviews, defines positions and duties and hires all positions.

Duties of the Editor-in-chief

The Manhappenin' editor-in-chief is responsible for

- overseeing all content and editorial decisions.
- serving as the face of Manhappenin' throughout campus.
- maintaining at least 15 office hours each week to work exclusively on Manhappenin' specific or Collegian Media Group assignments.
- delegating responsibilities on a semester-by-semester basis.
- serving as the final authority on matters of staff hiring, job duties, evaluations, firings, and payroll.
- recruiting, training, and motivating staff members.
- serving as a team leader, casting the vision for Manhappenin' coverage and setting measurable goals to fulfill that vision.
- collaborating with other student executives within the organization including the leaders of the joint-multimedia staffs and the advertising manager.