

The Sunflower

EMPLOYMENT APPLICATION

Name: _____ Year in school: _____

E-mail: _____ Phone: _____

Expected graduation date: _____ Credit hours fall semester: _____

Major: _____ Minor (if one): _____

Name & email of a faculty member familiar with your work:

What do you know about The Sunflower? How did you hear about us?

What are some of your strengths? How would you use them to enhance The Sunflower, both in print and online?

Do you have experience working on deadline / under pressure? Please explain.

Position(s) applying for

(As many as you are interested in)

Reporter

Photographer

Designer

Areas of interest

(What types of coverage are you most interested in?)

News

Culture (features, A&E)

Sports

Opinion

The Sunflower

EMPLOYMENT APPLICATION

What storytelling disciplines (reporting, writing, photography, videography, graphic design, other) do you have experience in? Please explain.

What storytelling disciplines (reporting, writing, photography, videography, graphic design, other) are you interested in exploring and learning more about?

What else are you involved with on campus? (Greek, student organizations, department organizations, athletics, etc.)

Approximately how many hours a week would you like to commit to The Sunflower?

Work samples

Please provide a few work samples (stories, photos, designs, etc.) that showcase your talents.

Applicants with no prior journalism experience applying as reporters may provide alternative writing samples such as class papers.

How to submit your application

- Fill out this form electronically, save it, and then email it, along with work samples, to:

editor@thesunflower.com

- Fill out in paper form and return (with work samples) to The Sunflower office:

Elliott Hall 19 (basement)



The Sunflower

JOB DESCRIPTIONS

REPORTERS

- Covers stories assigned by sections editors
- Fearlessly and ethically reports the news
- Monitors the budget and stays in contact with section editors
- Coordinates with photographers to cover events/stories
- Responsible for having art attached to their stories
- Writes quick reads to go with stories as often as possible
- Writes headlines for each story
- Is available for questions from editors
- Meets section deadlines
- Contributes at least one piece a week
- Encouraged to attend weekly staff meetings and required to attend trainings
- Follows ethical standards outlined in the Society for Professional Journalists and Associated Collegiate Press codes of ethics

PHOTOGRAPHERS

- Covers stories assigned by section editors/photo editor
- Fearlessly and ethically reports the news through visuals
- Monitors the budget and stays in contact with photo editor
- Coordinates with reporters to cover events/stories/etc.
- Meets section deadlines
- Covers at least one story a week
- Contributes to coverage online (website & social media)
- Encouraged to attend weekly staff meetings and required to attend trainings and critique sessions
- Follows ethical standards outlined in the Society for Professional Journalists and Associated Collegiate Press codes of ethics

DESIGNERS

- Enhances storytelling by designing informational, engaging and attractive pages
- Designs using industry standard software (Adobe Creative)
- Works with reporters to create storytelling infographics
- Meets own deadlines and contributes to the print paper meeting production deadlines
- Designs ads
- Follows ethical standards outlined in the Society for Professional Journalists and Associated Collegiate Press codes of ethics
- Encouraged to attend weekly staff meetings and required to attend trainings and critiques