



NORTHWESTERN STATE

DEPARTMENT OF ENGLISH, FOREIGN LANGUAGES, AND CULTURAL STUDIES

Argus Editor-in-

Spring 2024

Thank you for your interest in the position of editor-in-chief of *Argus*. If selected to serve, you will head a national-award-winning student literary magazine for an entire year. You will assume a leadership position of influence and importance, a position that will prepare you for life after Northwestern.

Attached are a job description, instructions for applying for the position, and an application form. Please read this material carefully and provide the information and materials asked for by the Student Media Advisory Board. When you have completed the application and assembled your supporting documents, e-mail them to macijeski@nsula.edu.

Deadline for submission of applications is **4:30pm Friday, March 8th, 2024**.

As you look over the material, if you have any questions please contact Dr. Rebecca Macijeski, the faculty advisor for *Argus*, at macijeski@nsula.edu. She will be happy to answer any questions and assist you in assembling your application materials. Thank you for your interest. Good luck!

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Argus Editor-in-Chief

Application Procedure

The student publications at Northwestern State University are rich in tradition. Students at Northwestern State have served their fellow students, the faculty, and the staff by producing high quality, informative, and entertaining media. Student media and the University have grown together with broader missions.

A student literary magazine is a showcase for the best fiction, poetry, creative nonfiction, art, and photography produced by that university's students in the course of a year. It represents the inner lives of students: their memories, dreams, imaginations, emotions, reflections, and hopes. The *Argus* editor-in-chief must reach out to all segments of the student body to ensure that the creative talents of a diverse spectrum of students are represented, while maintaining the standards of literary and artistic quality that have made the magazine nationally known. In 2006 (tie), 2005, and 2004, *Argus* won third place nationally in the "Best of Show—Literary Magazines" category of the Associated Collegiate Press/National College Media Conference. Past contributors to *Argus* have gone on to become a successful Hollywood screenwriter and to sign a handsome five-figure novel contract with a major New York publisher, in just two examples.

Applicants for the position of editor-in-chief of *Argus* must submit all application materials via email to macijeskir@nsula.edu by **4:30pm Friday, March 8th, 2024**. The Coordinator of Student Media will review these materials for completeness and then duplicate the submitted materials for distribution to each member of the Student Media Advisory Board. The chair of the Student Media Advisory Board then will schedule a time and place for the board to meet with each candidate.

Board members will question candidates extensively before selecting a candidate to recommend to the Student Government Association for final approval. **Each candidate is required to submit the following supporting documents:**

- The attached application;
- An academic transcript documenting all coursework at NSU;
- A 5-page essay detailing for the Student Media Board your personal philosophy as it concerns the role of a student literary magazine, assessment of the current operation of *Argus*, your goals for *Argus* if appointed, and what objectives you have for the organization; and,
- Examples of your previous writing and editing experience.

The 5-page essay and all supporting documents must be typed or word-processed, containing no grammatical or spelling errors, and demonstrating your best effort and attention to detail.

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Argus Editor-in-Chief Job Description

The editor-in-chief of *Argus* is appointed by the Student Government Association upon recommendation of the Student Media Board, and is supervised by the *Argus* faculty advisor. The editor-in-chief is responsible for the entire content of *Argus* and supervision of its editorial staff. This individual must act as the official public relations officer and spokesperson while representing *Argus* at various meetings and conferences.

The editor-in-chief is responsible for:

Managerial Duties:

- In consultation with the faculty advisor, hire a staff of editors, designers, and staff assistants.
- In consultation with the faculty advisor and print representative, set deadlines to meet production schedules.
- Ensure communication, personal, and technical problems are corrected.
- Handle all complaints, inquiries, and official correspondence for *Argus*.
- Oversee payroll by providing the faculty advisor with the legal name, student ID number, and monetary award amount for each student receiving a partial staff scholarship or contest prize.
- Supervise publicity and outreach efforts to ensure that all students have the opportunity to submit their work to *Argus*.
- Administer a manuscript tracking system to ensure that all entries are logged in, reviewed, and responded to with an acceptance or rejection notice.
- Administer a contest judging system to include selection of contest judges, pre-screening of entries sent to the judges, anonymity of entries, and tracking of entries by titles and assigned numbers.
- Ensure that the contents of the issue are copy edited and proofread to professional standards.
- Strive to develop the professional editorial and managerial skills of staff members.
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Day-Day Duties

- Hold editorial board meetings to discuss editorial content and other business that might come before the staff, and make the final decisions concerning editorial content.
- Participate in the design of *Argus*, and make the final decisions concerning artwork, photographs, and page layouts.
- Attend meetings with the faculty advisor at least once weekly.

Training Required

Applicants must be a full-time undergraduate or graduate student at Northwestern State University at the time of application, and be enrolled as a full-time student throughout their term. They must have a 2.0 cumulative GPA at the time of application and earn a 2.0 GPA each semester of their term; they also must be in good academic and disciplinary standing at the time of application and maintain that standing throughout their term.

Applicants must have completed at least 45 hours as determined by the Office of the Registrar and Admissions. Applicants must not serve, during their term, in any other position at this University in which they will receive a scholarship that comes from Student Association Fees. They must have served on the *Argus* staff or acquired comparable editorial or publications experience prior to selection and have completed a minimum of six hours of English at the time of application

Time Required

Ten (10) posted office hours per week, plus more at deadline times. During the months of January and February, in particular, the editor-in-chief will be working very long hours, while the burden will be lighter during the fall semester. Posted office hours must be between the hours of 8am and 5pm, Monday—Friday.

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Argus Editor-in-Chief Application

Complete this form and all other supporting documents to: macijeskir@nsula.edu, no later than **4:30pm Friday, March 8th, 2024.**

Name _____ Classification (circle) FR SO JR SR GR Local

Address _____ Local Phone (_____) _____

Email _____

Permanent Address _____

Semester entered Northwestern _____ Semester hours attempted to date _____

Cumulative GPA _____ Semester hours earned to date _____

Major _____ Minor _____

Work History

Employer	Job Responsibility	Dates of Employment	Reason for Leaving
_____	_____	_____	_____
_____	_____	_____	_____

Editorial or Publications Experience

Publication	Job Responsibility	Dates of Service	Reason for Leaving
_____	_____	_____	_____
_____	_____	_____	_____

Proposed Staff (please use back to complete this list if necessary)

Name	Job Responsibility	Name	Job Responsibility
_____	_____	_____	_____
_____	_____	_____	_____

References (3)

Name/Relationship _____	E-mail/Phone _____
Name/Relationship _____	E-mail/Phone _____
Name/Relationship _____	E-mail/Phone _____

(continue on the back of this form if necessary)

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