Student Media Management positions

There are four primary management positions in student media. They are:
- *Jambar Editor-In-Chief*
- *Managing Editor*
- *Rookery Station Manager*
- *Penguin Review Editor*

Editor-In-Chief

The editor-in-chief of The Jambar is responsible for the overall product and all staff members. The editor-in-chief should prepare to spend the majority of his or her days in the office on production days and when there is breaking news — except for class time — and until the paper is complete on the production day. The editor-in-chief is also expected to work with staff members who are working for credit. He or she will handle a wide variety of duties including:

- Maintain and update the story budget for each edition of The Jambar and thejambar.com and other auxiliary enterprises including selection and prioritization of all types of editorial content.
- Lead the editorial board.
- Work with the other members of the editorial board to write the editorial content.
- Give a last read to piece of editorial content a final review before publication, including sending back for edits, rewrites and other revisions when necessary.
- Work on stories, especially those of an investigative and/or in depth nature.
- Develop breaking news stories.
- Work closely with other editors and staff to determine content.
- Work closely with the advertising manager and designers to determine the length of the newspaper based on advertising content.
- Attend staff meetings.
- Speak to classes to recruit reporters and other new talent.
- Along with the adviser and administrative assistant, hire, train and supervise staff in order to create an effective, cohesive newsroom where individuals are aware of their roles and responsibilities.
- Establish deadlines and ensure they are met.
- Along with the adviser and administrative assistant, manage staff disciplinary matters as defined in the policy manual.
- Address reader complaints.
- Post and observe office hours throughout the week.
- Adhere to Associated Press and Jambar styles.
- Inform editors of important stories that should not be missed.
- Oversee layout design and serve as a final authority on all design.
- Oversee production of news on thejambar.com and other platforms.
- Assume responsibility for all content published in The Jambar, thejambar.com and other platforms, including advertisements.
- Ensure that all content on The Jambar website is up-to-date.
- Watch for legal concerns, such as libel, copyright and plagiarism.
- Call to confirm the identity of authors who email Letters to the Editor.
- Take photos as needed.

Managing Editor

The managing editor will facilitate communication among the various student media departments. The managing editor is expected to be in the office from 9 a.m.to 5 p.m. on nonproduction days — except for time when he or she is in class — and until the newspaper is complete on the production day. The managing editor will serve as the first officer for the editor-in-chief and Rookery station manager and will temporarily assume responsibilities in the event these students become unavailable. The managing editor will handle a wide variety of duties including:

- Work closely with the web manager to ensure the website's efficiency and accessibility.
- Work closely with the web manager and designers to ensure quality design for the website and print editions.
- Serving on the editorial board and helping write editorials for each issue.
- Managing The Jambar's email account and forwarding relevant information to the appropriate staff members.
- Writing stories, especially those of an investigative and/or in-depth nature.
- Developing breaking news stories when necessary.
- Speaking to journalism classes to recruit news reporters and other talent.
- Produce (with the help of other editors, a weekly show or shows that features Jambar content).
- Reporting stories as necessary to fill gaps in content, and serve as an interim replacement to any vacant positions until those positions are filled.
- Attending all section meetings.
- Ensuring that important stories are not missed.
- Keeping watch for legal concerns, such as libel, copyright and plagiarism.
- Taking photos as needed.
- Calling to confirm the identity of authors who email Letters to the Editor.
- Other duties assigned by the editor-in-chief.

Penguin Review Editor (2 hours a week)

The PR editor will facilitate communication between the PR and the other departments within student media and on-campus. The PR will post regular hours and handle all meeting of PR staff. The PR editor will handle a wide variety of duties including:

- Make final decisions on all PR editorial content.
- Lead the PR editorial team.
- Give final approval of editorial content before publication, including sending back for edits, rewrites and other revisions when necessary.
- Oversee layout design and serve as a final authority on all design.
- Produce a weekly radio show on Rookery Radio.
- Assume responsibility for all content published in the PR.
- Ensure that all content on PR website and social media platforms is up-to-date.
- Watch for legal concerns, such as libel, copyright and plagiarism.
- Work closely with the Ad Sales and Promotions department on sponsorship deals and public relations campaigns.
- Work with the Copy Department to determine a schedule for getting PR content proofread.
- Work with the web department on electronic media.

Rookery Radio General Manager (16 hours a week)

The student General Manager (GM) has the final decision on all policy relative to the operation of the station. Student GM responsibilities include facilitating all meetings, acting as an administrative liaison between the staff and all other YSU departments, coordination of the efforts of all executive offices to produce a coherent image and style of the radio station, and oversight of staff. The GM oversees "day-to-day operations."

- Along with the adviser and administrative assistant, hire, train and supervise staff in order to create an effective, cohesive newsroom where individuals are aware of their roles and responsibilities.
- Oversees staff members with respect to their duties and responsibilities.
- Work closely with Student Media Committee.
- Prepare quarterly report related to the overall performance status of Rookery Radio and propose plans for improvement.
- Works with Program Director on any format changes.
- Works with ad sales and promotions department on promotions and community relations.
- Holds staff meetings when appropriate.
- Maintains memberships and contacts with official organizations for radio stations.
- Works directly with Faculty Advisor on administrative and operational matters.
- Attend any staff leadership and job skill enhancement training as deemed the Advisor.
- Reviews, catalogs, and places into rotation new music on a regular basis;
- Ensures that recommended tracks are clean and appropriate, following FCC guidelines;
- Inputs all new music into database and makes it available in the booth on a regular basis;
- Prepares a description of music for the disc jockeys as new music is placed in rotation;
- Meets with Program & Traffic Director about the amount of rotation music will receive and other programming ideas;
- Maintains relationships with record companies and attempts to get promotional items
- Work with Program & Traffic Director to set up band interviews;
- Maintains a database of record companies, containing contact names and phone numbers;
- Maintain music spreadsheet (including add dates and disposition)
- Promotes concerts in the area, arrange interviews and tickets through record companies;
- Oversees all assistant music directors (any DJ that is chosen to review music).
- Lead leadership and professional training session

Departments

There are ten departments in student media. These departments work together to advance the goals of all student media publications and productions.

They are:
- *News (Editor, Assistant Editor, News Reporter, 4 General Assignment Reporters)*
- *Arts and Entertainment (Editor, Reporter, Social Media Writer)*
- *Web and Social Media (Manager, Assistant Manager, Social Media Curator)*
- *Ads and Promotions (Manager, 2 Assistant Managers)*
- *Sports (Editor, 2 Sports Reporters)*
- *Photo (Photo Editor, 2 Assistant Photo Editor)*
- *Video (Head of Video Production, Video Journalist)*
- *Design and Graphics (Head Designer, 2 Designers)*
- *Copy (Head Copy Editor, 2 Copy Editors)*
- *Radio (Program and Traffic Director)*

The News Department

News Editor (16 hours a week)

The news editor is expected to work at least ten hours per week on non-production days and until the paper is complete on production days. He or she will report to the editor-in-chief and handle duties including:

- Managing all assistant news editors, news reporters and general assignment reporters.
- Reporting, assigning and content editing relevant articles.
- Creating a news budget that details story assignments at least two weeks in advance of the stories' deadline, and distributing the budget to all editors and reporters.
- Staying in close contact with reporters.
- Assigning photos and art for stories.
- Taking photos when needed.
- Ensuring that important news stories are not missed.
- Developing breaking news stories.
- Meeting with his or her assistants and reporters as a group once a week.
- Content editing and revising all assistant news editors' and general assignment reporters' articles.
- Work with the managing editor to help produce and appear on a weekly Rookery Radio show that features Jambar content and a weekly thejambar.com show.
- Enforcing deadlines.
- Meeting deadlines.
- Attending staff meetings.
- Writing an average of two articles per week.
- Creating and managing a budget for thejambar.com and negotiating go-live dates for stories with the Web Manager and Editor in Chief.
- Coordinating the coverage of events and breaking news with the social media curator.
- Developing work schedules, assuring the assistant news editor(s) and/or reporters are on duty for their weekly office hours.
- Keeping watch for legal concerns, such as libel, copyright and plagiarism.
- Other duties assigned by the managing editor or editor-in-chief.

Assistant News Editor (10 hours a week)

The assistant news editor will report to the news editor. The assistant news editor is expected to work at least five hours per week on nonproduction days and until cleared by the news editor on production days. His or her responsibilities will include:

- Reading and editing assigned news articles.
- Helping the news editor develop story budgets.
- Suggesting headlines.
- Writing at least two stories per week during the academic year.
- Attending staff meetings.
- Taking photos as needed.
- Other duties assigned by the news editor, managing editor or editor-in-chief.

News Reporter (8 hours a week)

News reporters will receive assignments from the news editor, assistant news editor and/or the editor-in-chief, as needed. News reporters are expected to complete at least one story/assignment per week (the time it takes to complete a story is dependent on a number of variables, story budget expectations are negotiated between the reporter and his or her editor each week) and post and observe one office hour per week. His or her responsibilities will include:

- Covering assignments which includes scheduling, preparing for and completing interviews with multiple sources, writing copy that adheres to the rules of standard English grammar and the Associated press, receiving edits and making changes based on them in a timely manner, communicating all story ideas and issues with the reporter's editor.
- Attending all department meetings and staff meetings.
- Taking photos for stories and when necessary.
- Providing news tips and other story ideas.
- Meeting all deadlines.
- Other duties assigned by the news editor, assistant news editor, managing editor or editor-in-chief.

General Assignment Reporter (8 hours a week)

General assignment reporters will receive assignments from the news editor, assistant news editor(s), arts and entertainment editor, sports editor and/or the editor-in-chief as needed. General assignment reporters are expected to complete one story per week and post and observe one office hour per week. His or her responsibilities will include:

- Covering assigned stories.
- Attending all news meetings and staff meetings.
- Taking their own photos for their stories and others when possible.
- Providing story ideas.
- Meeting all deadlines.
- Other duties assigned by the news editor, assistant news editor, managing editor or editor-in-chief.

The Copy Department
Senior Copy Editor (16 hours a week)

The copy editor will be responsible for accuracy, style, grammar, punctuation and language usage in the entire newspaper, the yo magazine, thejambar.com and other auxiliary projects that may arise. In addition, the copy editor is expected to work until the newspaper is complete on the production day. His or her duties include:

- Copy editing all articles for the Jambar, thejambar.com, yo magazine, Penguin Review and social media associated with these publications using appropriate styles, including Associate Press style and the Jambar house style.
- Rewriting headlines as needed.
- Be available to copy edit breaking news and event coverage.
- Copy editing all proofs.
- Calling to confirm the identity of authors who email Letters to the Editor.
- Attending staff meetings.
- Overseeing and managing their assistants.
- Serving on the Jambar editorial board.
- Holding weekly meetings and critique sessions with assistants to review style and grammatical errors that were missed and to review basic Associated Press and The Jambar style guidelines.
- Updating The Jambar stylebook as needed throughout the semesters and the summer.
- Rewriting and reorganize stories as necessary.
- Keeping watch for legal concerns, such as libel, copyright and plagiarism.
- Checking with reporters on questionable information.
- Other duties assigned by the managing editor or editor-in-chief.

Copy Editor (12 hours a week)

The assistant copy editor(s) will be responsible for accuracy, style, grammar, punctuation and language usage in the entire newspaper. The assistant copy editor is expected to work until cleared by the editor-in-chief and/or copy editor on the production day and be available to edit copy for thejambar.com and other auxiliary publications throughout the week. His or her duties will include:

- Writing headlines for all articles.
- Attending copy department meetings.
- Copy editing all proofs.
- Assist with copy editing the yo magazine and content for thejambar.com.
- Calling to confirm people who email Letters to the Editor.
- Being present in The Jambar for the majority of the afternoon (about noon to 8 p.m.) on the production day.
- Other duties assigned by the managing editor or editor-in-chief.

The Arts and Entertainment Department
Arts and Entertainment Editor (14 hours a week)
The arts and entertainment editor is responsible for coordinating coverage of features and human interest stories and will report to the editor-in-chief. The arts and entertainment editor is expected to work at least eight hours per week on the non-production day and until the paper is finished on the production day. His or her duties will include:
- Writing at least two stories per week during the academic year.
- Acting as Editor in Chief of the yo magazine.
- Work with the managing editor to help produce and appear on a weekly Rookery Radio show that features Jambar content and a weekly thejambar.com show .
- Creating and managing a budget for thejambar.com and negotiating go-live dates for stories with the Web Manager and Editor in Chief.
- Managing a reporter and columnist.
- Reporting, assigning and content editing relevant articles.
- Assigning photos and art for stories.
- Taking photos when needed.
- Staying in close contact with their reporters.
- Meeting with the Arts and Entertainment Department once a week.
- Enforcing deadlines.
- Meeting deadlines.
- Attending staff meetings.
- Keeping watch for legal concerns, such as libel, copyright and plagiarism.
- Other duties assigned by the managing editor or editor-in-chief.

Arts and Entertainment Reporter (8 hours a week)
A&E reporters will receive assignments from the A&E editor, and/or the editor-in-chief, as needed. A&E reporters are expected to complete at least one story/assignment per week (the time it takes to complete a story is dependent on a number of variables, story budget expectations are negotiated between the reporter and his or her editor each week) and post and observe one office hour per week. His or her responsibilities will include:
- Covering assignments which includes scheduling, preparing for and completing interviews with multiple sources, writing copy that adheres to the rules of standard English grammar and the Associated press, receiving edits and making changes based on them in a timely manner, communicating all story ideas and issues with the reporter's editor.
- Attending all department meetings and staff meetings.
- Provide story ideas.
- Taking photos for stories and when necessary.
- Meeting all deadlines.
- Other duties assigned by the A&E editor, managing editor or editor-in-chief.

Columnist (4 hours a week)
The columnist will be responsible for writing one column each week. The columnist will work report a budget of column ideas to the A&E Editor. Column ideas should be ready at least two weeks in advance of publication. His or responsibilities will include:
- Posting and observing at least two office hours per week.
- Writing a 500-700 word column each week.
- Meeting all deadlines.
- Other duties assigned by the managing editor or editor-in-chief.

The Sports Department
Sports Editor (14 hours a week)
The sports editor will be responsible for coordinating coverage of the sports beat and will report to the editor-in-chief. The sports editor is expected to work at least five hours per week on non-production days and until the paper is finished on the production day. His or her duties will include:

- Writing at least two print stories per week during the academic year.
- Work with the managing editor to help produce and appear on a weekly Rookery Radio show that features Jambar content and a weekly thejambar.com show .
- Reporting, assigning and content editing relevant articles.
- Meeting with their assistants and reporters as a group once a week.
- Assigning photos and art.
- Taking photos when needed.
- Ensuring that important stories are not missed.
- Attending staff meetings.
- Enforcing deadlines.
- Creating and managing a budget for thejambar.com and negotiating go-live dates for stories with the Web Manager and Editor in Chief.
- Meeting all deadlines.
- Keeping watch for legal concerns, such as libel, copyright and plagiarism.
- Other duties assigned by the managing editor or editor-in-chief.

Sports Reporter (8 hours a week)
Sports reporters will receive assignments from the Sports editor, and/or the editor-in-chief, as needed. Sports reporters are expected to complete at least one story/assignment per week (the time it takes to complete a story is dependent on a number of variables, story budget expectations are negotiated between the reporter and his or her editor each week) and post and observe one office hour per week. His or her responsibilities will include:

- Covering assignments which includes scheduling, preparing for and completing interviews with multiple sources, writing copy that adheres to the rules of standard English grammar and the Associated press, receiving edits and making changes based on them in a timely manner, communicating all story ideas and issues with the reporter's editor.
- Attending all department meetings and staff meetings.
- Provide story ideas.
- Taking photos for stories and when necessary.
- Meeting all deadlines.
- Other duties assigned by the Sports editor, managing editor or editor-in-chief.

The Photo Department
Photo Editor (16 hours a week)
The photo editor is responsible for taking photos of events being covered by the Jambar, thejambar.com, the yearbook and other student media. The photo editor will report to the editor-in-chief. The photo editor must work closely with the editor-in-chief, managing editor and all section editors to ensure that opportunities for good photos are not missed. He or she must work at The Jambar on production night until all photos are finished and uploaded, and post and observe at least four additional office hours on non-production days. The photo editor must help train the photo editor. Specifically, the photo editor's duties include:

- Adhering to all deadlines.
- Manage the photography department.
- Working closely with section editors to capture photos, as well as creating an art budget and assigning assistant photo editors to take photos.
- Work with all reporters on obtaining the necessary art for the various publications and productions.
- Work with the social media curator to produce images that can be shared on appropriate imaging platforms.
- Reviewing and selecting images before they are uploaded.
- Creating photo galleries and slideshows when assigned by the editor-in-chief.
- Maintaining organization in the storage area, including keeping inventory of all the equipment.
- Informing the editor-in-chief, the adviser and the office manager when new equipment is needed, or existing equipment needs maintenance.
- Work with the design department to create a cohesive art design for the paper, the jambar.com, the yo magazine and other auxiliary projects.
- Organizing and shooting portraits of campus groups and graduating seniors for the yearbook designer.
- Other duties assigned by the managing editor or editor-in-chief.

Photographer (10 hours a week)
The photographer will receive assignments from the Photo editor, and/or the editor-in-chief, as needed. Photographers are expected to shoot images that are listed on the art budget throughout the week (the time it takes to complete an assignment is dependent on a number of variables, art budget expectations are negotiated between the photographer and his or her editor each week). His or her responsibilities will include:

- Covering assignments which includes scheduling and preparing for covering events, breaking news and general assignment reporting.
- Attending all department meetings and staff meetings.
- Provide art ideas.
- Taking photos for stories and when necessary.
- Taking portraits and group shots for the yearbook.
- Meeting all deadlines.

Other duties assigned by the Sports editor, managing editor or editor-in-chief.

The Ad Sales and Promotions Department
Ad Sales and Promotions Manager (14 hours a week)

The ad sales and promotions manager is responsible for selling all advertisements for The Jambar, the yo magazine, Rookery Radio, Penguin Review and other auxiliary publications. In addition, the ad sales manager is expected to train and work with the ad sales assistant(s).The ad sales manager is expected to ensure that sales quotas are being reached. The ad sales manager is expected to review ads for placement, quality and content (the ASP manager will need to be available on the production day). In addition, the ad sales manager must spend at least three hours in The Jambar or on Jambar sales calls on non-production days. The ASP will report to the Jambar Business Manager. The ASP manager will also organize promotional events for all student media organizations and manage the messaging of these events. His or her duties will include:

- Supervising, logging and tracking all ads and sponsorships.
- Selling all advertisements and sponsorships.
- Directing student assistants with sales calls.
- Managing assistant(s).
- Preparing weekly performance reports.
- Attending staff meetings.
- Organizing promotional campaigns for student media organizations.
- Overseeing sponsorship campaigns.
- Overseeing auxiliary business opportunities with the Jambar Business Manager.
- Meeting sales goals.
- Meeting all deadlines.
- Working closely with The Jambar Business Manager on sales quotas, billing and ad placements.
- Create the contents for mailings to YSU graduates and campus groups to help the Business Manager and Photo Department coordinate the schedule for portraits.
- Ensuring that all ads designed by the editors are copy edited by a copy editor.
- Other duties assigned by the managing editor or editor-in-chief.

Assistant Ad Sales and Promotions Manager (8 hours a week)

The ad sales assistant is responsible for selling all advertisements for The Jambar. The ad sales assistant is expected to work closely with the ASP manager during the academic year making sales calls. Most hours will be posted in the Jambar and set on a regular schedule. His or her duties will include:

- Supervising, logging and tracking all ads.
- Selling advertisements for all student media.
- Organizing promotional campaigns.
- Meeting sales goals.
- Attending staff meetings.
- Meeting all deadlines.
- Working closely with The Jambar sales and business managers on sales quotas.
- Ensuring all ads designed by the design editors are copy edited by a copy editor.
- Other duties assigned by the ad sales manager, the managing editor or the editor-in-chief.

The Design Department
Head Designer (16 hours a week)
The head designer is expected to work throughout the week to design the newspaper, with much of the work taking place on the afternoon of the production day. The head designer must stay until the paper is complete and pages are sent to the printer. He or she will be working closely with the advertising manager and will be responsible for assigning a member of his or her department to design and sizing ad for thejambar.com, The Jambar, the yo magazine, Rookery Radio, the Penguin review and other auxiliary projects. The head designer is the primary contact between the newsroom and the printer of the various publications. He or she will report to the the managing editor and handle duties including:

- Designing layout of the front, jumps and news pages, giving them a consistent, attractive appearance.
- Delegating work to other members of the Design department.
- Supervising and working with the design assistant on layout of opinion, sports and arts and entertainment pages.
- Proofing pages, graphics and photo illustrations for design errors.
- Working with the photo editor to create and maintain a workflow schedule and art budget.
- Working with the Web department to ensure thejambar.com and other student media websites are attractive and properly designed.
- Working with the copy editor to ensure that all mistakes are fixed on the page.
- Making photos "printer friendly," including changing photos from RGB to CMYK and grayscale.
- Giving final approval of page layout.
- Attending staff meetings.
- Designing graphics, advertisements and photo illustrations as needed.
- Setting design style for the newspaper.
- Creating new mastheads and in-house ads that stay relevant with current design styles.
- Meeting deadlines.
- Managing the other members of the Design department.
- Creating communication channels with the printers of various student media products, and negotiating this relationship.
- Coordinate with the A&E editor to set a workflow schedule for the yo magazine.
- Coordinate with the PR editor to set a workflow schedule for the Penguin Review.
- Sending all files to the printers by deadline and being available to answer questions or make changes if needed by the printer.
- Layout portraits and group photos on the pages for the yearbook.
- Send the yearbook pages to the library for publication.
- Other duties assigned by the editor-in-chief and managing editor.

Designer (10 hours a week)
The designer is expected to work until the paper is complete on the production day and that all student media publications are done on deadline. He or she will report to the head designer and handle duties including:

- Designing layout of pages in the newspaper.
- Working with the head designer on the yo magazine and the penguin review.
- Making all photos "printer friendly," including changing from RGB to CMYK.
- Designing graphics and advertisements, as needed.
- Designing in-house ads that stay relevant with current design styles.
- Meeting deadlines.
- Layout portraits and group photos on the pages for the yearbook.
- Send the yearbook pages to the library for publication.
- Other duties assigned by the design manager, the editor-in-chief or the managing editor.

The Web Department
Web Manager (14 hours a week)

The web manager is expected to work with the editor of the Jambar, the managing editor, the Rookery Station manager, the Penguin Review Editor and other student media leader to maintain and update the various websites. The web manager will report to the Managing Editor. His or her responsibilities will include:

- Managing the Web department.
- Designing and maintaining the website, with the help of the Design department.
- Uploading all stories and media content.
- Updating the interactive calendar.
- Maintaining and consolidating the server.
- Backing up the server to the external hard drive.
- Overseeing the maintenance of campus media's social media presence. This includes providing passwords and access to those who are cleared by the leaders of each social media site.
- Uploading and organizing all stories on the website after each edition.
- Working with section editors to devise interesting ways of storytelling that take advantages of the digital environment.
- Updating the PDF digital archive regularly, and emailing this .pdf to the library.
- Ensuring that all contact information and the staff list stays up-to-date on the website.
- Other duties assigned by the managing editor or editor-in-chief.

Assistant Web Manager (6 hours a week)

The assistant web manager is expected to work with the Web manager. His or her responsibilities will include:

- Helping to design and maintain the website, with the Design department.
- Uploading stories and media content.
- Updating the interactive calendar.
- Maintaining and consolidating the server.
- Backing up the server to the external hard drive.
- Uploading and organizing all stories on the website after each edition.
- Updating the PDF digital archive regularly, and emailing this .pdf to the library.
- Ensuring that all contact information and the staff list stays up-to-date on the website.
- Other duties assigned by the managing editor or editor-in-chief.

Social Media Curator (6 hours a week)

The social media curator is expected to work with the editor of the Jambar, the managing editor, the Rookery Station manager, the Penguin Review Editor and the web manager and other student media leaders to maintain and update the various social media accounts. His or her responsibilities will include:

- Devising strategies to share stories and media content over various social media platforms.
- Working with content producers and editors to create social media appropriate content.
- Create an ongoing budget of social media messages that play to the particular strength of each different platform.
- Manage the flow of social media messages.
- Overseeing the maintenance of campus media's social media presence. This includes providing passwords and access to those who are cleared by the leaders of each social media site.
- Working with section editors to devise interesting ways of storytelling that take advantages of the digital environment.
- Other duties assigned by the managing editor or editor-in-chief.

Videography Department
Head of Video Production (16 hours a week)
The head of video production is responsible for visual reporting on campus events. The head of video production will report to the managing editor. Specifically, the head of video prodcutions's duties include:
- Managing the videography department.
- Working with the managing editor, the Jambar editor-in-chief and the web manager to create a production schedule and story budget, complete with deadline and golive dates for video productions.
- Adhering to all deadlines.
- Shooting and editing video for the paper. Story assignments will be coordinated with the section editor and the editor in chief.
- Creating at least one video news package per week.
- Working with reporters and editor on pre-production strategy and materials.
- Producing a weekly show for thejambar.com.
- Coordinating graphics with the design department.
- Helping the photo editor maintain organization in the storage area, including keeping inventory of all the equipment.
- Informing the editor-in-chief, the adviser and the office manager when new equipment is needed.
- Other duties assigned by the managing editor or editor-in-chief.

Video Journalist (10 hours a week)
The video journalist will receive assignments from the head of video production, and/or the editor-in-chief, as needed. Video journalist are expected to complete at least one story/assignment per week (the time it takes to complete a story is dependent on a number of variables, story budget expectations are negotiated between the video journalist and the head of video production each week). His or her responsibilities will include:
- Covering assignments with a reporter or editor.
- Shooting original video.
- Editing video.
- Attending all department meetings and staff meetings.
- Provide story ideas.
- Helping shoot and produce a weekly show for thejambar.com.
- Coordinating graphics with the design department.
- Helping the photo editor maintain organization in the storage area, including keeping inventory of all the equipment.
- Meeting all deadlines.
- Other duties assigned by the head of video production, managing editor or editor-in-chief.

Radio Department
Program and Traffic Director (12 hours a week)

It is the responsibility of the **Program & Traffic Director** to run auditions with the general manager and music director. This person makes all audition forms and helps to higher DJs, matching compatibility and availability. This director manages a large staff of DJs by tracking attendance, working with the Technical Manager to train DJs, and handles other personnel issues. This director is responsible for maintaining the station log, the rotation of on-air ads, PSAs, campus announcements, giveaways, etc. This director works closely with the Music Director to maintain proper format and must approve all specialty shows. This director is responsible for hiring assistants to help with the Talk Book, tracking attendance and finding PSA's. To ensure that all Disc Jockeys are well trained and that DJ's shows and on-air actions abide by the rules and regulations set forth by the FCC. Work closely with GM & Assistant GM in any formatting or re-structuring of present formatting.

- Arranges for the training of all new disc jockeys;
- Suspends, and/or discharges disc jockeys, as appropriate and in consultation with GM;
- Evaluates prospective employees and interns to decide if/when new disc jockeys;
- Arranges and chairs all disc jockey meetings;
- Provides program, announcement, check-in and request logs for all shifts;
- Ensure that all sponsorship agreements are reflected in announcements logs;
- Maintain accurate spreadsheets of all contest winners
- Maintains current disc jockey application forms, contracts, and training check lists;
- Keeps a current list of DJs with e-mail address/phone number in the booth and office;
- Updates Public Safety with new disc jockey lists when necessary;
- Work with GM to discuss any format changes and/or re-structuring of present format;
- Supervise News/Sports to ensure that the news is relevant and informative;
- Acquires new PSAa and syndicated music shows to fit current format/programming;
- Approve all new PSA's, kickers, bumpers, liners, and other station on-air promotions;
- Works with Marketing Coordinator to promote individual shows and disc jockeys;
- Works with Music Director to decide rotation of new music;
- Ensure that all shifts are covered;
- Attend any staff leadership & job skill enhancement training;
- Lead leadership and professional training session;
- Produces and updates bumpers, kickers, legal hours and sign on/offs on a regular basis;
- Produces and records all public service announcements and other announcements, as needed;
- Generates new voices on a regular basis for production of bumpers and kickers;
- Solicits ideas from disc jockeys and other YSU students;
- Researches and records concert updates;
- Assists disc jockeys in producing liners for their show, as needed;
- Train appropriate staff members on editing
- Updates local band liners, as needed
- 4hr on-air shift
- If necessary, staff member must do live remotes
- Lead leadership and professional training session
- Attend any staff leadership & job skill enhancement training
- Attend staff & DJ meetings and perform functions as deemed appropriate by Station Manager
- Attend meetings, perform functions as deemed appropriate by GM.