

The background of the entire page is a grayscale photograph of a large, classical-style building. The most prominent feature is a tall, white clock tower with a pointed top, which is slightly out of focus. The building's facade has many windows and architectural details. The overall tone is professional and academic.

*THE
HILLTOP
APPLICATION*

*“The Daily
Student Voice of
Howard University”*

2009 - 2010



The Hilltop Application

2009-2010

Name _____

ID Number @ _____

Classification: Freshman Sophomore Junior Senior

Expected Graduation Date _____

School/College _____ Major _____

Local Address _____

City _____ State _____ Zip _____

Email Address _____

Cell Phone _____ Home Phone _____

Home Address _____

City _____ State _____ Zip _____

Have you ever been convicted of a crime? (excluding misdemeanors)

Yes No If yes, please describe in full _____

Are you a United States citizen?

Yes No If no, provide immigration status and registration number _____

EDITORIAL OFFICE

INDICATE POSITION(S) YOU ARE APPLYING FOR: *(Check 1 or 2)*

- Copy Editor
- Copy Chief
- Special Issues Editor
- Section Editor:
 - Life & Style
 - Campus
 - Metro
 - Nation & World
 - Editorials & Perspectives
 - Sports
 - Meccanisms
 - Business & Technology
- Assistant Photography Editor
- Staff Photographer
- Graphics Editor
- Layout Editor
- Multimedia Editor
- Staff Writer
- Editorial Office Assistant

INCLUDE THE FOLLOWING:

- Current resumé
- 1,000-word essay that answers the following question:
 - Why do you want to work for The Hilltop and why are you the best person for the job?
- Three samples:
 - Staff Writer, Editorial Office Assistant: Published Articles
 - Staff Photographer, Assistant Photography Editor: Published Photos
 - Graphics/Layout Editor: at least three samples of original creative material – at least one in black and white and one in four-color process
 - Multimedia Editor: at least three samples of original creative material, footage
- Two letters of recommendation (One must be from a journalism professor)

****To be eligible, all applicants must be full-time students at Howard University in good standing and earning no less than a 2.7 cumulative GPA, which should be maintained throughout tenure at *The Hilltop*.**

****All eligible applicants will be interviewed by *The Hilltop* before a hiring decision will be made. If eligible, you will be contacted either via e-mail or telephone to select an interview date and time.**

**** Return your completed application to the Office of Student Activities no later than **4:00 p.m.** on **Friday, April 17, 2009**. NO EXCEPTIONS.**

My signature attests that the information supplied on this application is true and accurate.

Signature

Date

BUSINESS OFFICE

INDICATE POSITION(S) YOU ARE APPLYING FOR: *(Check 1 or 2)*

- Assistant Business Manager
- Advertisement Layout Editor
- Local Sales Representative
- Office Manager
- Office Assistant

INCLUDE THE FOLLOWING:

- Current resumé
- 500-word essay that answers the following:
Define accountability in your own words and provide a detailed description of how your actions working in the business office can contribute to the legacy of *The Hilltop* newspaper.
- If applying for the Local Sales Representative position, please submit written verification of your experience in a sales capacity if applicable.
- If applying for the Advertisement Layout Manager position, please submit written verification of your experience working with graphics and layout technology (i.e. InDesign, Photoshop, etc.)
- Two letters of recommendation (One should be from a professor in your major field)

****To be eligible, all applicants must be full-time students at Howard University in good standing and earning no less than a 2.70 cumulative GPA, which should be maintained throughout tenure at *The Hilltop*.**

****All eligible applicants will be interviewed by *The Hilltop* before a hiring decision will be made. If eligible, you will be contacted via e-mail to select an interview date and time.**

**** Return your completed application to the Office of Student Activities no later than **4:00 p.m.** on **Friday, April 24, 2008**. NO EXCEPTIONS.**

My signature attests that the information supplied on this application is true and accurate.

Signature

Date

The Hilltop Job Descriptions

MANAGING EDITOR

The Hilltop employs two Managing Editors who are in charge of a specific aspect of the managing side of the editorial office as well as three of the six sections of the paper. Both Managing Editors are to meet with the Editor-in-Chief every week. If, for any reason, the Editor-in-Chief cannot fulfill his or her responsibilities, the Managing Editors will be first to be considered to assume the position. Each Managing Editor is responsible for sharing the responsibility of overseeing the office during the daily shifts for production.

- ***Personnel Managing Editor*** – This is a supervising editor who is in charge of overseeing the hiring process. He or she conducts interviews for prospective staff members, contacts those who are hired, and orients them to the staff. This position would be comparable to a human resource position at *The Hilltop*. The Personnel Managing Editor updates the staff list, oversees the payroll process, and supervises the Web site and multimedia component of *The Hilltop* and the Metro, Life & Style and Sports sections. Conducting the editorial meetings is also a responsibility of the Personnel Managing Editor.
- ***Editorial Managing Editor*** – This is another supervising position that serves as the person in charge of training. In addition to supervising the Copy Staff and the Campus, Nation & World and Business & Technology sections, the Editorial Managing Editor is in charge of facilitating the writing workshops and the orientation workshop for prospective contributing writers. This position also requires the maintenance of the “black list” which is a list of probationary contributors. Conducting the critique meetings is also a responsibility of the Editorial Managing Editor. He or she is to collect the outcomes of all research reports.

DEPUTY MANAGING EDITOR

This position is meant to serve as a member of management that assumes less responsibility than the managing editors. This person is in charge of making sure corrections run when necessary and that disciplinary actions take place. The Deputy Managing Editor is in charge of rewarding a “Hilltopper of the Month,” decided upon by all members of management, and to attend the weekly management meetings. He or she also supervises the Editorials & Perspectives section and the photo department. Conducting the weekly budget meeting is another responsibility for the Deputy Managing Editor.

SECTION EDITOR

All six sections in the paper are allocated one editor, two in the case of a daily section. The Section Editors are in charge of making news judgments for the content that runs in the page, establishing staples, assigning stories to staff and contributing writers, requesting the pictures that run with each story, and sketching the layout of the page for each day. Each section is required to assign beats to Staff Writers and read every story that goes on their page to ensure that all journalistic elements have been applied. Each section is to meet once a week to plan the following week and stay unified throughout the year. All Section Editors are to report to their

respective Managing Editor every week with updates and plans for the future. The Section Editor or proxy from the section is required to attend weekly planning, editorial, budget, and critique meetings.

DEPUTY SECTION EDITOR

The campus section, the only daily section, is assigned a second section editor to assist the senior section editor with the daily duties of the section. The Deputy Section Editor is in charge of ensuring that the Campus section gets as much attention, editing, and planning as any non-daily section. If, for any reason, the Senior Section Editor cannot fulfill his or her duties, the Deputy Section Editor is to assume that position.

STAFF WRITER

A Staff Writer reports on the stories that Section Editors assign to them. Each Staff Writer is assigned a section but may be asked to write a story from another section if need be. Staff Writers cover the beat they are assigned by their Section Editor and stay on top of the current events in that subject area to keep in touch with sources in that beat. All Staff Writers are required to maintain a list of sources and submit their contact information to their respective Section Editor. Staff Writers are required to publish at least three stories each week.

PHOTOGRAPHY EDITOR

The Photography Editor must communicate with Section Editors to collect photo requests for the stories that are scheduled to run in print and online. The Photography Editor is required to schedule all photographers to an on-call time for a minimum of 10 hours each week and assign photo assignments to the photographers as well. All photos must be edited and formatted for print publication and online publication for every section. All stories should have a photo to go along with them if possible. The Photography Editor is also responsible for assigning each Staff Photographer a specific beat. All photos are to be archived according to the established filing system. The Photo Editor is to have a member of the photo staff present at critique meetings.

ASSISTANT PHOTOGRAPHY EDITOR

The Assistant Photography Editor is to assist the Photography Editor in his or her responsibilities. Duties are to include editing photos, writing captions, scheduling photo assignments and whatever the Photography Editor requires in order to meet photo deadlines. This person is also responsible for coordinating photo slide shows for The Hilltop Online.

STAFF PHOTOGRAPHER

Staff photographers are responsible for holding a required 10 hours of being on-call. This means that, for the time they are on-call they must be available to take any pictures needed for publication. For the rest of the time, staff photographers are responsible for taking their assigned pictures, bringing them to the office, and writing a caption according to The Hilltop style.

COPY CHIEF

The Copy Chief is responsible for the copy editing process. He or she schedules the copy editors' time in the office. Before any issue of *The Hilltop* can be finished, it must be read, in its entirety by either the Copy Chief or the Assistant Copy Chief. All editing decisions are made

with the assistance of the Associated Press Style Book and The Hilltop Style Book. He or she is responsible for participating in staff planning and critique meetings. Any suggested revisions to The Hilltop Style Book are to be submitted to the Editorial Managing Editor for review and then to the Editor-in-Chief for incorporation.

ASSISTANT COPY CHIEF

The Assistant Copy Chief aids the Copy Chief in the copy editing process. If the paper is not completely read by the Copy Editor, then it must be completely read by the Assistant Copy Editor. If, for any reason, the Copy Chief cannot perform his or her duties, the Assistant Copy Chief is to assume that position.

COPY EDITOR

The Hilltop will employ six Copy Editors who are responsible for reading each issue of the paper in its entirety before it can be finished. A Copy Editor reads each page for the first time to check for grammatical and technical errors. Editing decisions are to be made according to the Associated Press Style Book and The Hilltop Style Book.

MULTIMEDIA EDITOR

The Multimedia Editor is to lead *The Hilltop's* advancement into an era of multimedia news. Assignments will come out of staff planning meetings and from the Special Issues Editor to ensure that the long-term planning content includes some aspect of video. This person will serve as the liaison to Spotlight when working on getting multimedia content.

SPECIAL ISSUES EDITOR

The Special Issues Editor is in charge of overseeing long-term production. This includes the supplements, the special issues, and the investigative stories. Duties include conducting the planning meetings, communicating with the staff of deadlines and updates in production, and updating management with the progress of the packaged product.

GRAPHICS EDITOR

The Graphics Editor is responsible for creating the graphics for the print and online editions of *The Hilltop*. At the beginning of each semester, standing headlines and templates are to be formatted. There is to be a template created for polls, charts and graphs that *The Hilltop* has done research for. The Graphics Editor is to work with section editors and management to produce the requested graphics. He or she is also expected to participate in the graphics planning process.

LAYOUT EDITOR

The Layout Editor(s) is responsible for creating page layout for each section, with direction from each respective Section Editor. The Layout Editor should meet weekly with Section Editors and is to work closely with each Section Editor in order to follow the vision of the editor for page design. The Layout Editor is also responsible for working closely with the Special Issues Editor to design any supplement or special issue.

CARTOONIST

The Cartoonist is to sketch the artwork that accompanies the daily editorials in print. The Editorials & Perspectives Editor is to work closely with the Cartoonist to create the most appropriate cartoons for the editorials. The Cartoonist is to also create a weekly comic strip for each semester. The staff may also request cartoons to supplement special issues or special sections of the paper.

EDITORIAL OFFICE ASSISTANT

An Office Assistant in the Editorial Office helps to make the office run smoothly. By holding office hours, this job serves as a stable, entry-level position on the paper. Office Assistant will serve as a jack-of-all-trades. Duties include assisting the editors with research, sending emails or making phone calls to aid in the production schedule, writing stories on occasion, taking pictures if needed, answering the phones and taking messages, and keeping the office clean. Story assignments would be given priority to staff writers first, editorial assistants second, and to contributors third. A minimum of 10 office hours a week is mandatory.

ONLINE EDITOR

The Online Editor is responsible for uploading The Hilltop Online Edition every morning and updating it with breaking news. No editing or graphics skills are necessary, but preferred. This position is vital for connecting the print edition with the online version. There will be articles, photos and videos uploaded throughout the year. The Online Editor should work closely with the Multimedia Editor in order to successfully work on the online edition of The Hilltop. The Online Editor can upload the edition from home, but will need to be in the office to participate in staff meetings.

ASSITANT BUSINESS MANAGER

The Assistant Business Manager is responsible for assisting the business manager with creating a productive and learning office culture for all business office employees. This position requires a strong ability to work well with others, as well as managing the local sales team. Also, the position requires a strong business background, as he or she will be responsible for reporting weekly advertising revenue. Helping the business manager send proof of publications weekly to national clients is also a fundamental responsibility of the assistant business manager. Skills in Microsoft Excel are highly preferred.

ADVERTISEMENT LAYOUT EDITOR

The Advertisement Layout Editor is responsible for placing scheduled advertisements daily in section final and creating ads for clients as requested. *The Hilltop* is able to stay in operations daily because our advertising revenue; therefore, this position is instrumental in the business office. Skills required are being able to pay attention to detail and being reliable. The Advertisement Layout Editor may also be called upon to create house ads for *The Hilltop* and may also be asked to create graphics for the editorial office.

LOCAL SALES REPREENATIVE

The local sales representative is responsible for selling advertising space for *The Hilltop* newspaper in the D.C., Maryland and Virginia area. It is the responsibility of the local sales representative to create lasting relationships with prospective and returning clients. Advertising sales experience is not necessary, but is preferred.

OFFICE MANAGER

The Office Manager is responsible for overseeing the office assistants and the daily operation of the office. One of the most important responsibilities is continuously and accurately updating the advertising schedule. Other duties may include creating task lists for the office assistants, maintaining a clean and orderly office, ensuring that the office is prepped for daily operation and assisting the business manager and assistant business manager with various tasks.

OFFICE ASSISTANT

The Office Assistant facilitates the daily operation of the business office. Office Assistants help clients during office visits, send e-mails, answer the telephone and record messages. Office Assistants are also able to choose a specialty in either business or advertising. Business office assistants help maintain the day-to-day business operations of the office and advertising office assistants help the advertisement layout editor in the daily placement of ads. This is a great position for any business or communication major. Professionalism is required.

**For more information regarding the *Editorial Office*, please contact Jada Smith at hilltopmanager@gmail.com.

**For more information regarding the *Business Office*, please contact India Clark at clark.india@gmail.com.