

# **GARNET & BLACK**

## **Editor-in-Chief**

### **Job Description**

The editor-in-chief of the Garnet & Black student magazine is selected each spring by the USC Board of Student Publications and Communications. Applicants must be of junior or senior standing, must maintain a minimum 2.5 GPR or the cumulative GPR requirement for graduation and to remain in good standing in his/her respective college (whichever is higher), and must have worked for the magazine for at least one year (or equivalent experience). Applicants are judged on their submitted samples of work, responses on their application form, three letters of reference, and a formal interview before the Board. After the interviews, the Board votes and the new editor is selected. This process takes place at the end of spring semester so that the new editor can begin planning his/her staff and any changes he/she wishes to make.

#### **General Responsibilities**

The editor-in-chief is responsible for the editorial aspect of the magazine. As the student leader of the publication, the editor must always strive to ensure high quality and responsible journalistic and literary standards. As the magazine is produced several times per year, deadlines are of extreme importance and meeting them is a major aspect of the position. The editor must oversee the entire staff and be available to assist them in any way in order to ensure a quality product. The editor must be familiar with and meet the requirements of the Board of Student Publications and Communications Bylaws, Statement of Principles, Statement of Understanding and Acceptance, and the constitution. The editor-in-chief is a University of South Carolina student leader and represents the student magazine at any and all functions.

#### **Specific Duties**

1. Fill all paid positions on the editorial staff, which includes section editors and assistant editors.
2. Determine which positions are needed and which are not, depending on what he/she feels is in the best interest of the magazine. These decisions must be made within the guidelines of the staff payroll budget.
3. Work with the Director of Student Media in formulating a budget for the magazine and operate within the guidelines set by that budget. Maintain communications and consult with the director.
4. Maintain communications with Student Media professional staff. Maintain communications and consult with the faculty/staff advisor
5. Set and maintain office hours in order to be available to staff members, as well as concerned readers and members of the Carolina community.
6. Set, explain, and enforce deadlines and policies with Garnet & Black staff.
7. Plan and conduct staff training workshops in consultation with advisor and student media staff.
8. Recruit new staff members and strive to keep a high level of retention of staff members.
9. Assume responsibility for all inventory assigned to the Garnet & Black.
10. Address all concerns that readers, staff members, or other interested parties may voice about the magazine.
11. Attend training sessions as necessary and participate in professional development opportunities.
12. Represent Garnet & Black at the annual LEAD conference.

## **WUSC-FM 90.5**

### **Editor-in-Chief**

#### **Job Description**

The station manager of the student station, WUSC, is selected each spring by the USC Board of Student Publications and Communications. Applicants must be of junior or senior standing, must maintain a minimum 2.5 GPR or the cumulative GPR requirement for graduation and to remain in good standing in his/her respective college (whichever is higher), and must have worked at the station for at least one year (or equivalent experience). Applicants are judged on their submitted samples of work, responses on their application form, three letters of reference, and a formal interview before the Board. After the interviews, the Board votes and the new manager is selected. This process takes place at the end of the spring semester so that the new manager can begin planning his/her staff and any changes he/she wishes to make.

#### **General Responsibilities**

The station manager is responsible for the student staff of the station, broadcast content, publications, promotions and fund raising. As the student leader of the station, the manager must always strive to ensure high quality and responsible standards. The manager must oversee the entire staff and be available to assist them in any way in order to ensure quality productions and an efficient organization. The manager must be familiar with and meet the requirements of the Board of Student Publications and Communications Bylaws, Statement of Principles, Statement of Understanding and Acceptance, and the constitution, as well as University policies and regulations. The manager must be familiar with and meet the requirements and policies set by the Federal Communications Commission. The station manager is a University of South Carolina student leader and represents the station at any and all functions.

#### **Specific Duties**

1. Fill all paid positions on the staff, which includes all assistant managers and directors. Supervise WUSC staff in elected and appointed positions.
2. Determine which positions are needed and which are not, depending on what he/she feels is in the best interest of the station. These decisions must be made within the boundaries of the money budgeted for the staff payroll.
3. Work with the Director of Student Media in formulating a budget for the station and operate within the guidelines set by that budget. Maintain communications and consult with the director.
4. Maintain communications with Student Media professional staff. Maintain communications and consult with the faculty advisor, and affiliated resources (NAB, etc.).
5. Work with the director and assistant director on the development and implementation of training sessions (include a focus on indecency and obscenity policies and issues) and the upkeep of public access files.
6. Work with the station engineer and maintain communications with regard to supply and equipment needs for the station. Report all technical problems and broken equipment to the station engineer.
7. Set and maintain office hours in order to be available to staff members as well as concerned listeners and members of the Carolina community.
8. Ensure the station is in full compliance with all FCC regulations.
9. Attend and coordinate all station meetings, including executive council sessions.
10. Recruit new staff members and strive to keep a high level of retention of staff members.
11. Explain and enforce policies with the staff.
12. Assume responsibility for all inventory assigned to WUSC.
13. Address all concerns that listeners, staff members, or other interested parties may have about the station.
14. Attend training sessions as necessary and participate in professional development opportunities.
15. Represent WUSC at the annual LEAD conference.

## Advisor Signature Form 2024

Editor-in-Chief, Garnet and Black Magazine     Station Manager, WUSC FM

*Please type information*

Name \_\_\_\_\_

Local Address \_\_\_\_\_

E-mail \_\_\_\_\_ Phone \_\_\_\_\_

Major \_\_\_\_\_

Total Hours Earned \_\_\_\_\_ Anticipated Course Load (Fall) \_\_\_\_\_ (Spring) \_\_\_\_\_

Hours Carried in current semester \_\_\_\_\_

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The Director of Student Media, advisor of record, and the faculty advisor of the organization for which you are applying to lead must sign this application before it can be considered by the Board.

\_\_\_\_\_  
Director of Student Media

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Advisor

\_\_\_\_\_  
Date

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\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**Please upload this signed advisor form with your application.  
Deadline: Friday, March 15 at 4 p.m.**

For office use only.
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