**Editor-in-Chief Responsibilities**

*Include:*

* Managing all aspects of online and print content
* Setting publication standards and establishing goals and expectations
* Suggesting stories and generate headline ideas in alignment with targeted audience’s preferences
* Manage all staff, editors, and writers
* Give the publication its direction and ensure that all parts are working smoothly

**Job Brief:**

We are looking for a leader who will carry on *Vista’s* mission to project student voices on campus. This person should have a good sense of what makes an interesting angle to a story, to juggle all the moving parts of sustaining a publication. You will plan, coordinate, review and edit content when needed. The successful candidate will be able to decide which ideas should be pursued and which should get dropped in order to meet quality and accuracy standards. This candidate also has exceptional teamwork skills and is apt at delegation. The goal is to provide exceptional, informative, and engaging content.

**Responsibilities:**

* Coordinate online or print content and assist in creating publishing cycles
* Keep publication standards and establish goals and expectations for the publication
* Suggest stories and generate headline ideas in alignment with targeted audience’s preferences
* Oversee public appearances and relations with outside members
* Be the primary contact with the Faculty Advisor and the Student Government Association
* Make final decisions with all parties’ interest in mind
* Direct goals and outcomes on a year-by-year basis.
* Proofread, edit, and improve stories or pieces when needed
* Recruit and manage writers and reporters
* Give direction to editors, designers, photographers, writers, artists etc.
* Comply with media law and ethical guidelines
* Attend and hold weekly content strategy meetings with Vista creative content staff
* Be the primary contact for new writers, editors, staff, photographers, etc.
* Participate on the Senior Staff
* Upload content to the website
* Conduct interviews for other positions; active in the hiring process
* Final authority on publishing approval
* Managerial tasks

**Requirements:**

* Strong writing/editing/proofreading skills
* Experience with MS Office Suite
* Excellent written skills in English
* An eye for detail along with critical thinking
* Prioritization and multitasking skills
* Previous magazine or editorial experience
* Management experience preferred
* Team worker
* Be always available to keep *Vista* a functioning publication
* Have a minimum of 10 hours per week to dedicate to *Vista*