

THE MICHIGAN TECH LODGE IS HIRING!

JOIN OUR TEAM

APPLICATION DUE MARCH 25

\$14 AN HOUR

5-10 HOURS PER WEEK

AUGUST 2024 - APRIL 2025



— **MANAGING EDITOR** —

KEY RESPONSIBILITIES:

The Managing Editor acts the manager of The Lode student newspaper.

- Develop strategy for growth and improvement.
- Communicate and collaborate with members of The Lode and the community.
- Stay informed about campus events, news, and trends to ensure timely and relevant information is being released.
- Stay committed to truthful content, organizational growth, and ethical journalism practices.
- Foster engagement and professional development within the organization.

QUALIFICATIONS:

- Currently enrolled Michigan Tech student in good academic standing.
- Strong managerial, organizational, and time-management skills.
- Excellent written and verbal communication skills.
- Ability to commit five to ten hours per week, as needed, including evenings and weekends.
- (preferred) Completed coursework/training in design, journalism, communications, writing, media, and/or related fields.
- (preferred) Previous management experience.

**SEND YOUR COVER LETTER, RESUME, TWO PROFESSIONAL
REFERENCES AND A BRIEF WRITING SAMPLE TO:**

mtulode@mtu.edu, CC mbseigel@mtu.edu

THE MICHIGAN TECH LODGE IS HIRING!

JOIN OUR TEAM



APPLICATION DUE MARCH 25

\$14 AN HOUR

5-10 HOURS PER WEEK

AUGUST 2024 - APRIL 2025

EDITORIAL ASSISTANT

KEY RESPONSIBILITIES:

The Editorial Assistant position is versatile and integrative into all functions of a newspaper.

- Monitor and continuously improve distribution of the paper.
- Copy edit articles on a weekly basis.
- Take meeting minutes at General Body Meetings.
- Fluidly move from one function of the newspaper to another when needed.
- Generate ideas for cross-functional improvement of the organization.

QUALIFICATIONS:

- Currently enrolled Michigan Tech student in good academic standing.
- Strong adaptation, organization, and observation skills.
- Excellent written and verbal communication skills.
- Ability to commit five to ten hours per week, as needed, including evenings and weekends.
- (preferred) Completed coursework/training in design, journalism, communications, writing, media, and/or related fields.

**SEND YOUR COVER LETTER, RESUME, TWO PROFESSIONAL
REFERENCES AND A BRIEF WRITING SAMPLE TO:**

mtulode@mtu.edu, CC mbseigel@mtu.edu

THE MICHIGAN TECH LODGE IS HIRING!

JOIN OUR TEAM



APPLICATION DUE MARCH 25

\$14 AN HOUR

5-10 HOURS PER WEEK

AUGUST 2024 - APRIL 2025

— **MEDIA EDITOR** —

KEY RESPONSIBILITIES:

The Media Editor position is a crucial role to ensure that The Lode content reaches as many Michigan Tech students as possible.

- Maintain social media relations (Instagram, Facebook, X, etc).
- Routinely brainstorm and produce LodeTV episodes.
- Collaborate with writers, photographers, and editors to create visually appealing content.
- Stay informed about campus events, news and trends to ensure timely media coverage.

QUALIFICATIONS:

- Currently enrolled Michigan Tech student in good academic standing.
- Strong technological, video/picture editing, and creativity skills.
- Excellent written and verbal communication skills.
- Ability to commit five to ten hours per week, as needed, including evenings and weekends.
- (preferred) Completed coursework/training in design, journalism, communications, writing, media, and/or related fields.
- (preferred) Previous experience in social media management or content creation.

**SEND YOUR COVER LETTER, RESUME, TWO PROFESSIONAL
REFERENCES AND A PREVIOUS CONTENT EXAMPLE TO:**

mtulode@mtu.edu, CC mbseigel@mtu.edu

THE MICHIGAN TECH LODGE IS HIRING!

JOIN OUR TEAM



APPLICATION DUE MARCH 25

\$14 AN HOUR

5-10 HOURS PER WEEK

AUGUST 2024 - APRIL 2025

DESIGN, LAYOUT & COPY EDITOR

KEY RESPONSIBILITIES:

The Design, Layout, & Copy Editor position is critical to managing the overall design of the newspaper.

- Control layout of the newspaper design using InDesign.
- Design posters and infographics for outreach and advertising.
- Copy edit articles on a weekly basis.
- Manage merchandise ordering and design.

QUALIFICATIONS:

- Currently enrolled Michigan Tech student in good academic standing.
- Strong technology, creativity, and design skills.
- Excellent written and verbal communication skills.
- Ability to commit five to ten hours per week, as needed, including evenings and weekends.
- (preferred) Completed coursework/training in design, journalism, communications, writing, media, and/or related fields.
- (preferred) Previous design experience.

SEND YOUR COVER LETTER, RESUME, TWO PROFESSIONAL REFERENCES, A BRIEF WRITING SAMPLE AND A PREVIOUS CONTENT EXAMPLE TO:

mtulode@mtu.edu, CC mbseigel@mtu.edu