

COLLEGIATE NETWORK
JOB DESCRIPTION
PROGRAM OFFICER

The Collegiate Network seeks to hire a Program Officer. The Program Officer will be the primary contact for training, mentoring, funding, and offering professional guidance to student journalists within the Collegiate Network.

The position requires the following general experience and skills to perform daily functions: experience editing a college student newspaper; extraordinary interpersonal skills; knowledge about American political and journalistic landscape; sincere interest in assisting college students; willingness and availability to travel extensively; excellent organizational skills; and well-developed computer proficiency. This position is ideal for a recent college graduate looking to gain experience in the conservative movement, journalism, and higher education.

Responsibilities include, but are not limited to:

Journalism Mentoring Sessions: Makes trips to member publications to assist students with printing, layout, staffing, business planning, and a wide range of publishing challenges.

Student Contact and Membership: Assists students in publication-related issues via email and telephone; tracks and files papers.

Web Upkeep – CAMPUS Magazine Online: The program officer solicits articles from contributors, does initial editing of some articles, and posts all articles; contributes on a regular basis to the daily sections: blogs, daily headlines, CAMPUS Kiosk, etc; *National Security Online Resource Center:* Updates daily headlines and coordinates new content with student editors; *CN Wire:* Updates the wire on a regular basis; also responsible for updating Collegiate Network's main website.

Professional Development Program: Promotes the internship and fellowship program to student editors; maintains contact with interns and fellows and maintains database of reporting clips.

Database Maintenance: Responsible for compiling and consolidating student and alumni information.

Operating Grants: Assists with collecting, distributing, and organizing all grant materials. This includes grant applications, banking information, invoices, receipts, general mailings, and maintenance of this information.

Conference and Event Planning: Assists with organizational efforts for programming; takes lead on smaller programs.

Full medical and dental benefits are available, and salary will be commensurate with experience. Interested candidates should send a cover letter and resume to:

Collegiate Network
Attn: Douglas C. Minson
3901 Centerville Rd
Wilmington, DE 19807.

Applicants may also send application materials by fax (302) 652-1760 or email dminson@isi.org.