

**Knox College: Application for Media Head**  
(Winter 2016)

Please complete the following application to apply for a Media Head position for the 2016-2017 Academic Year. This application is due to the Office of Campus Life no later than Friday, February 19 by 4:30 pm.

**Please print your information below:**

**Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **K- BOX:** \_\_\_\_\_ **Cumulative GPA:** \_\_\_\_\_

**Year in School:**      First-Year                      Sophomore                      Junior                      Senior  
(Currently)

**Position & Media:** \_\_\_\_\_

**List of Medias:** (The Knox Student, Catch, Quiver, Cellar Door, Folio, and WVKC)

**Co-applicants (if necessary):** \_\_\_\_\_

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**A.) Please answer the following questions in a typed attachment:**

1. What is your expertise relative to the media head position for which you are applying and your expertise in any other areas that might contribute to your success in this position?
  
2. What are your relevant classroom experiences that might contribute to your success in this position?
  
3. List the **names**, **positions**, and **qualifications** of the individuals you have selected to fill your designated staff position. The more solidified your staff at the time of application, the stronger your candidacy.

**B.) Please include the following in your completed application:**

1. Editorial Statement: This is a brief essay in which you will discuss your considerations of existing editorial or managerial policy and your views relative to mission, change, continuity, and/or enhancement.
2. Job Descriptions for your position and key staff positions. The individuals selected for the key staff positions, the medium advisor, and you should sign these.
3. One letter of recommendation from a person in an area relevant to this media position.
4. Advisor Agreement: This is a job description of the role of the advisor as agreed upon by you and your proposed advisor. You and the proposed advisor must sign this agreement.
5. Budget Rationale: You are advised to confer with the existing staff and advisor of the medium in which you are interested in order to review budget lines, expenses, costs, equipment needs, staff stipends if applicable, etc. You will need to break your rationale into line item explanations and justify all expenses and requests. You will also need to discuss strategies for directing the budget and bookkeeping. You are encouraged to consult with the Office of Campus Life to obtain current information with regard to student activities allocations and budget requirements as set forth by the Student Life Committee (SLC), Student Senate, and the Chief Fiscal Officer of the college.

**\* All elements of this application must be submitted together. Completed applications should be submitted to the Office of Campus Life no later than Friday, February 19 by 4:30 pm.**