

COLLEGE AVENUE

Content Editor

The Content Editor is a detail-oriented and experienced leader responsible for overseeing the creation and management of College Avenue's written content. With exceptional writing and editing skills, the Content Editor ensures adherence to grammar, punctuation, AP Style, and syntax, maintaining high-quality standards across all pieces. This role involves leading a team of writers, managing workflow, and ensuring accuracy, clarity, and consistency in all content produced.

About Rocky Mountain Student Media

Rocky Mountain Student Media Corp's Mission:

- ❖ Providing CSU students with hands-on, real-world training to develop the skills needed for successful post-college careers.
- ❖ Delivering news, entertainment, and engaging content to the CSU and Fort Collins communities.

For a full EOE and DEI statement (and for other corporate info) visit:

<https://rmsmc.com/documents/>

Diversity Statement

Rocky Mountain Student Media Corporation is committed to increasing the diversity of our staff and providing a culturally responsive work environment. We encourage applications from people of all backgrounds and abilities. While RMSMC is an independent corporation from the University, we embrace Colorado State's Principles of Community to guide us in our educational mission.

The ideal candidate possesses the following qualities

- ❖ Proactively plans ahead for success.
- ❖ Strong communication skills.
- ❖ Ability to make decisions under pressure.
- ❖ Possess extraordinary creativity and problem-solving abilities.
- ❖ Approaches challenges with an open and adaptable mindset.
- ❖ Strong organizational skills and the ability to coordinate a team.
- ❖ Has a basic understanding of journalistic ethics and its application to publication design.

- ❖ Familiar with journalistic writing.

Main Responsibilities

- ❖ Review and edit written content to ensure accuracy of grammar, punctuation, and syntax.
- ❖ Ensure all content is consistent with all College Avenue guidelines and messaging.
- ❖ Works with the editorial staff to create engaging stories that will resonate with the target audience.
- ❖ Anticipate and plan for changes, maintaining regular communication with the editorial staff to address potential issues that could disrupt production.
- ❖ Pitches new and creative ideas to engage readers through print and digital design.
- ❖ Fact check and verify information to ensure accuracy.
- ❖ Ensure content is written in a tone suitable for the intended audience.
- ❖ Ensure that all content adheres to legal and ethical guidelines.
- ❖ Meet tight deadlines and maintain high-quality work under pressure.

Managerial Responsibilities

- ❖ Manages the entire written portion of each edition of College Avenue.
- ❖ Corrects errors as they arise as a result of editorial decisions or copyediting.
- ❖ Lead and support writers contributing to College Avenue.
- ❖ Collaborates with editors to ensure content is prepared for print.
- ❖ Other duties as assigned.

Compensation

Compensation will be \$15 per hour. Employees are encouraged to apply for University work study. Employee Benefit information through Colorado State can be found on HR's Website: <https://hr.colostate.edu/current-employees/benefits/>. Colorado State University may conduct background checks on all final candidates.

To Apply

Submit a **resume, cover letter, sample of your work and a statement outlining your vision and ideas for the magazine** to editor@collegeavemag.com in one PDF by Friday, April 18th, 2025. Be prepared to answer questions regarding the attributes listed above.

If the employee does not already have a Work Study Award, they will be expected to apply for Work Study for 2025-26. Work-Study Disclaimers: Colorado State University may conduct background checks on final candidates. Employee benefit information can be found on HR's Website at <https://hr.colostate.edu/current-employees/benefits/>.