Position Purpose:

- To maintain the Bridge student news site at [www.pccbridge.com](http://www.pccbridge.com) by soliciting and managing submissions, creating content and converting press releases into news stories. The news site will chronicle the developments in campus, regional or national news relevant to the student body continuously through the period of work. *The Bridge* posts material “By, for, about, or of interest to the Student Body of Portland Community College.”
- To increase the readership of the Bridge by participating in the steps of the Bridge Marketing Plan, developed in the Spring of 2014. At various times this will involve directly signing students up at events such as club days, campus welcoming events, and registration. At other times it will mean ‘Class Raps’ or other tasks that present themselves.
- As needed, to represent *The Bridge* at ASPCC, District Student Council, and College administration meetings in order to report on the club’s activities, or to raise funds.

**Position Overview**

**Principle Accountabilities/Essential Functions:**

1. Maintain the news site at [www.pccbridge.com](http://www.pccbridge.com) (referred to throughout as ‘The Site’)
2. Recruit contributors to the Bridge. Contributors may be students, college staff, or even outside writers if the material fits the publication goals of the newspaper.
3. Attend all staff meetings, except when unavoidable. Absences should be cleared with the Faculty Advisor. Historically, we have had about 2 staff meetings a term.
4. Abide by agreements made by the staff.
5. Maintain journalistic standards of fairness and accuracy.
6. Establish and maintain a system for posting of stories. Make sure stories are also posted on the Bridge Facebook page.
7. Routinely check the site for comments. Approve or deny as appropriate.
8. Maintain the site by moving outdated articles into an ‘archive’ file.
9. Collaborate with ASPCC’s Communications Coordinators in developing stories and providing adequate coverage of student activities.
10. Stay in communication with the other editors and the advisor. Email is our most common form. You will be responsible for checking, reading, and using the Bridge email account assigned to you.
11. Put in the weekly scheduled hours every week. When circumstances require, the workload may be shifted from one week to another, but this can only be done with advance notice to, and agreement of the Advisor.
12. Assist in publicizing the Bridge as determined by general agreement of the editors.
13. Represent the Bridge in meetings with funders, such as ASPCC, DSC, and the Administration.

**Expectations:** *After learning how to post stories to the site, editors will generally be expected to do one of these assignments:*

- Turn 3 press releases into stories per week. (Training will be provided)
- OR
- Post one ‘original’ story per week. This original story may be written by the editor, or contributed by a writer recruited by the editor.
- OR
- If in a Management meeting, a goal as set such as “Spend 5 hours this week signing people up for the email alerts” then that editor is excused from posting articles.

**Requirements and Compensation**

**Requirements:**

Serve Fall, Winter and Spring Terms

- Have and maintain a GPA of 2.5 or above
- Successfully complete at least 6 PCC credits per term employed.
- Work up to 5 hours per week Fall, Winter and Spring terms.

**Salary:**

$9.75 per hour

**Application Information**

**Deadline:**

Submit by Friday, June 19th

Complete and submit the on-line application found at [www.pcc.edu/aspcc/cascade](http://www.pcc.edu/aspcc/cascade)

Questions? Contact Faculty Advisor Tony Greiner at thebridge@pcc.edu

ASPCC is an Affirmative Action/Equal Opportunity Employer. Women, people of color, people with disabilities and people of all ages, ethnic backgrounds, religions, political views, sexual orientations, height/weight ratios, marital and veteran status are encouraged to apply.