

THE STUDENT LIFE

Job Descriptions – Fall 2025

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THE STUDENT LIFE

Introduction

Welcome to The Student Life! We're excited to work together this semester. Please use this guide to learn more about the positions we offer and find what you're interested in!

TSL operates on a weekly production schedule, culminating in a print newspaper which is distributed around the 7Cs on Friday mornings.

TSL has five editorial (writing and editing positions available) desks: **News, Arts & Culture, Opinions, Sports** and **Special Projects**.

Nine desks are non-editorial (non-writing): **Copy Editing, Photography, Design, Graphics, Data, Audience, Web, Business, DEI** (Diversity, Equity & Inclusion) and **Multimedia**.

The “senior staff” label denotes paid positions with a greater time commitment. Exact salaries and time commitments will vary by position.

- Most senior staff members are expected to attend issue critique and hold section meetings on Tuesdays (6:30-8:30 p.m.) and work production nights on Thursdays (5:00 p.m.-12:00 a.m. depending on role), unless otherwise exempted (e.g. business desk). Dates and timings are subject to change according to staff's availability.
- Non-senior staff members should be available to meet with their respective section editors at least once every week (usually during section meetings) to get assignments, discuss drafts and/or exchange feedback.

Due to college rules around student hiring, students taking a leave of absence or who do not meet the qualification of a full-time student are ineligible to apply for or work in paid positions.

- Students taking leaves of absence and part-time students are still eligible to work in unpaid positions. (Full-time status at Pitzer/Pomona/Scripps/CMC: Enrolled in 3 or more classes. Full-time status at HMC: Enrolled in 12 or more credits. Full-time status at CGU: Enrolled in 8 or more units. Full-time status at KGI: enrolled in 12 or more credits/10.5 or more credits for PhD students).

Positions are **fall-only**, requiring reapplication next semester. The number of staffers hired for each position (e.g. news editors x2) is subject to change.

Full position list

EDITORIAL BOARD

Editor-in-chief (senior staff) x1 (position filled)

Managing editor (senior staff) x2 (position filled)

NEWS

News editor (senior staff) x2 (position filled)

News associate (senior staff) x1-2 (position filled)

Staff news writer x5-10

Contributing news writer x5-10

DATA

Data editor (senior staff) x1 (position filled)

Data associate x3-5

ARTS & CULTURE

Arts & culture editor (senior staff) x2 (position filled)

Arts & culture associate (senior staff) x1 (position filled)

Staff features writer x5-10

Contributing features writer x5-10

Contributing columnist x6-10

OPINIONS

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Opinions editor (senior staff) x2 (**position filled**)

Contributing opinions writer x5-10

SPORTS

Sports editor (senior staff) x2 (**position filled**)

Sports associate (senior staff) x1 (**position filled**)

Staff sports writer x5-10

Contributing sports writer x5-10

SPECIAL PROJECTS & MULTIMEDIA

Editor (senior staff) x1-2 (**position filled**)

Special projects writer x3-5

Multimedia contributor x3-5

COPY EDITING

Copy chief (senior staff) x2 (**position filled**)

Copy editor x5-10

DESIGN

Creative director (senior staff) x1 (**position filled**)

Production editor (senior staff) x1-2

PHOTOGRAPHY

Photo editor (senior staff) x2 (**position filled**)

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Staff photographer x10-15

GRAPHICS + ILLUSTRATION

Graphics editor (senior staff) x1-2 (**position filled**)

Graphic artists and illustrators x5-10

cruciverbalist (crossword and puzzle maker) x1-2

Cartoonist x1-2

BUSINESS

Business manager (senior staff) x2 (**position filled**)

Business associate x5

Distribution manager x1¹ (**position filled**)

DIVERSITY, EQUITY AND INCLUSION

Diversity, equity and inclusion committee member x5

TRANSLATION

Translators x3-5

WEB

Social media manager (senior staff) x1

Web/app developer (senior staff) x1-4

¹ Not expected to attend weekly meetings

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EDITORIAL BOARD

Editor-in-chief x1 (position filled)

The editor-in-chief is responsible for overseeing the operation and content of The Student Life, ensuring the publication's overall quality and journalistic integrity. The editor-in-chief makes all final content and production decisions, manages the staff, oversees the budget and contributes to the development of the publication's web presence. The editor-in-chief also heads the editorial board.

Managing editor x2 (positions filled)

The managing editors are responsible for the production of the paper, from story ideas to editing to final production. They work closely with the editor-in-chief to produce a paper every week.

The two managing editors oversee all story generation, article writing and content editing. Each managing editor coordinates two sections of the paper, supervising the respective section editors.

The managing editors share the responsibility of overseeing the copy editors and all design aspects of the paper, including production, photographs, graphics and web development.

Both managing editors are members of the editorial board.

EDITING

Section editors are responsible for the content and operation of their section, including section trainings. The editors will generate article ideas, assign articles and edit articles for content, accuracy and style. Editors also contribute input toward the design of their section, including graphics, social media templates and photo requests.

Section editor — News (senior staff) x2 (positions filled)

The section editors for news work closely with members of the editorial board to monitor and cover the most important news topics of the fall. They will also coordinate with news writers and the news associate to assign pieces and edit stories for publication, in addition to providing training and feedback.

Section associate — News (senior staff) x1-2 (positions filled)

Section associates are experienced reporters who will be trusted with important stories and be available to cover last-minute or breaking stories. Section associates also help the section editors

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manage the section and assist with editing stories and production night duties.

Section associates may be expected to attend relevant administrative and student government meetings, if allowed.

Section editor — Arts & Culture (senior staff) x2 (positions filled)

The section editors for Arts & Culture are responsible for assigning stories and editing pieces to ensure optimal coverage within the section. There are two editing positions available: features editor and columns editor. Editors communicate with graphics artists and photographers to provide an appropriate visual for each piece.

Features editor will assign stories on topics of arts and culture relevant to the 7Cs, often covering talks, events, performances and trends.

Columns editor will oversee the various columns throughout the semester, coordinating with columnists on schedules and topics for columns. The editor will work with writers to workshop their brand, voice and message, ensuring engaging and unique content.

Section associate — Arts & Culture (senior staff) x1 (positions filled)

Arts & Culture section associates are trusted writers and reporters who receive high-priority features assignments. Section associates also help find potential story assignments/potential coverage for the week, keep track of the week's pieces by communicating with writers and help the section editors with editing articles and responding to story pitches and blueprints.

Section editor — Opinions (senior staff) x2 (positions filled)

The section editor for opinions is primarily responsible for workshopping all staff opinions pieces and soliciting guest opinions pieces for publication to ensure a range of opinions and topics within the section. The opinions editor communicates with graphics artists to provide an appropriate and accurate visual for each piece.

Section editor — Sports (senior staff) x2 (positions filled)

Section editor for sports is primarily responsible for monitoring major developments in the athletic departments over the semester and writing corresponding articles, as well as assigning and editing recaps and features with sports writers. Sports editors also compile TSL's athletes of the week and sports calendar in print.

Section associate — Sports (senior staff) x1-2 (positions filled)

Section associates are experienced reporters who will work with section editors to manage the

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section, assist with editing stories and contribute to production night duties. Section associates generally assist editors with writing teasers for social media, athletes of the week and sports calendars.

COPY EDITING

Copy chief (senior staff) x2 (positions filled)

A copy chief edits all articles and social media materials each week across every section of the paper for spelling, grammar, usage, accuracy and adherence to the TSL style guide and AP style. They also copy-edit print layouts, image captions and graphics. A copy chief should also be available throughout the week to review breaking stories prior to digital publication.

Copy editor x5-10

A copy editor works with copy chiefs to edit articles and social media materials each week across every section of the paper for spelling, grammar, usage, accuracy and adherence to the TSL style guide and AP style. Copy editors should be available Thursday nights to help edit articles for production.

WRITING

News

Section writer x5-10

TSL news writers are eager to dig into investigative and feature stories and cover breaking assignments with quick turnaround times. All news writers will receive additional training for breaking news and journalistic ethics and work closely with the editorial board and members of senior staff.

Writers attend weekly section meetings, working closely with their section editor and managing editor to complete articles. Writers can be staff or contributing writers, writing every week or every other week, respectively.

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Arts & Culture

Features writer x5-10

An Arts & Culture features writer produces profiles or feature pieces focused on individual 7C students, student groups or community members. These pieces are human-centric, reporting on how these community members are reimagining 5C culture and affecting/being affected by current events. Examples of coverage include reporting on [Wordle](#), [theatrical productions](#) and [on-campus clubs](#).

Writers attend staff meetings and writing workshops, working closely with their section and managing editors to complete articles. Feature writers can be staff or contributing writers, writing every week or every two weeks, respectively.

Columnist x6-10

Arts & Culture columnists produce columns **once every two weeks**. Columns are typically personal, critical or educational pieces of writing that fall into a regular category: food, music, film, television, health, sex or others. Unlike an Arts & Culture staff writer, columnists typically do not perform interviews and articles are subjective and opinionated, providing analysis and critique on subjects such as [film](#), [environment](#) and [food](#). **If applying to be a columnist, please have a column topic in mind.** Like features writers, they attend staff meetings and writing workshops, working closely with their section editor and managing editor to complete articles.

Opinions

Section writer x5-10

Opinions writers write original and nuanced opinions **once every two weeks** about current events, particularly those that affect students, on campus or in the world. Similar to Arts & Culture columnists, Opinions writers do not typically perform interviews and are not expected to remain objective or unbiased in their writing.

Opinions writers attend staff meetings and trainings, working closely with their section and managing editor during the writing and editing process.

Sports

Section writer x5-10

Sports writers cover both the Pomona-Pitzer and Claremont-Mudd-Scripps athletic departments, 7C club and intramural sports and any other athletics-related news in Claremont. Articles are often game recaps or club features, but analytical articles are also encouraged.

Staff writers must attend staff meetings and trainings and work closely with their section and managing editors during the writing and editing process. Sports writers can be staff or contributing writers, writing every week or every two weeks, respectively.

SPECIAL PROJECTS & MULTIMEDIA

Special Projects & Multimedia editor (senior staff) x1-2 (positions filled)

The editor will lead several projects throughout the semester, working with a team of dedicated writers and creators, both dedicated to special projects/multimedia and from various newsroom sections. Together, the Special Projects & Multimedia team will brainstorm, plan and execute projects in consultation with the editorial board and staff writers.

Recently, Special Projects has merged with the Multimedia desk, creating a strong section that has produced both [written special issues](#), as well as multimedia projects such as [TSL: The Splash](#) and [Eating the Empire](#) podcasts. The editor will be able to provide technical and creative direction to the projects brought by contributors, while also possibly pursuing an individual project.

Prior familiarity with audio/video production is required for the editing position. Because this is a relatively new and open-ended position, editor(s) should have a sense of initiative and come into their interview with an idea of their plans for the role.

Special Projects section writer x3-5

A writer dedicated to the Special Projects section has an eye for the stories that defy the weekly news hustle to get at the stories that define the 7Cs. Special Projects writers relish being part of a team and have an interest in taking initiative, shaping the vision for the new desk and collaborating with staff members across TSL sections.

Notable Special Projects endeavors include themed issues, including a Black History Month spread, Claremont Community spread and Women's History Month spread. Projects have also culminated in a series of archival and investigative stories — from covering the creation of the 5Cs' [first](#) female

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athletic teams in the seventies to an in-depth look at the [establishment](#) of the intercollegiate department of Africana Studies and the [timeline](#) to get there.

Social media manager (senior staff) x1

The social media manager is responsible for regularly promoting content via Instagram, Facebook, Twitter and other social media channels for all sections of the paper. Once an issue of the paper is published Friday, posts are scheduled for the rest of the week.

They may be asked to post breaking stories on short notice. They will help track social media analytics/insights and bring creative initiative for potential social media activity to increase engagement (polls, quizzes, memes, reels, newsroom staff takeovers). They will be expected to collaborate with section editors, the multimedia/special projects desk, the creative director and editorial board as well as multimedia contributors.

They will be responsible for monitoring social media accounts for any direct messages and responding to inquiries with the relevant information. Knowledge of InDesign, Photoshop, Illustrator, Canva, Affinity or similar graphic design software is a plus.

Multimedia contributor x3-5

Multimedia contributors will collaborate with the section editor to determine what audio/visual project(s) they want to pursue. That can include a podcast, a news show or creating content for social media use.

Multimedia projects could be a short bi-weekly project, a longer documentary worked on over the entire semester or something in between. If a contributor has an idea for a news show or wants to livestream an event, these could also be viable. Recent projects have included [TSL: The Splash](#) podcast and the [Eating the Empire](#) podcast.

Throughout the semester, contributors can work as a team or as individuals to execute projects, with the assistance of the multimedia editor, creative director and the editorial board. Multimedia contributors should have some experience with audio/video production or a willingness to learn. In your application please specify what multimedia contribution you would like to work with.

DESIGN

Creative director (senior staff) x1 (positions filled)

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This position plays an integral role to bridge the gap between the overall strategy of TSL's non-writing desks. The creative director oversees the data, social media, multimedia and special projects editors to steer TSL's growing online sphere. They will act as a liaison between these desks and the editorial board. Specifically this position will ensure the following:

The creative director will ensure communication between the data editors, social media editors, multimedia editors and special projects editors in order to guide the production and placement of online engagement for each issue. They will assist with the production of weekly Instagram reels and podcasts as well as monthly data spreads. Support with intentional layouts for special content within or across the sections as needed, including feature articles and one- or two-page spreads and monitor the social media calendar to ensure best audience engagement

A qualified candidate should have experience with TSL's design team or one of the sections they will oversee. Creative directors do not need to be available every Thursday night, unless there is a special content spread.

Production editor (senior staff) x2

The production editor oversees the visual layout of each issue and helps execute layouts for special content within or across the sections as needed, including feature articles and one- or two-page spreads. The production editor facilitates communication between the design editors, artists, graphic designers and section editors in order to guide the production and placement of graphics or alternative spreads for each issue.

The production editor should have previous design experience (at TSL is a plus) and an eye for creative design. Ability and desire to create graphics is also a plus. Production editors must be available Thursday night.

DATA

Data editor (senior staff) x1 (positions filled)

The data editor will supervise and contribute to ongoing data projects, in collaboration with section editors. As a member of senior staff, data editors will work closely with the editorial board and section editors to determine which stories will benefit from data visualizations and analysis.

Experience with programming, data visualization and statistics software is preferred. While no prior journalism experience is required, a willingness to collaborate with the news team is a must. We

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highly recommend those applying for data positions to share relevant projects and work — such as data analysis and visualizations — in their application.

Data associate x3-5

The data associates will work on data projects, in collaboration with both the News and Special Projects sections. Experience with programming, data visualization and statistics software is preferred. While no prior journalism experience is required, a willingness to collaborate with the news team is a must. We highly recommend those applying for data positions to share relevant projects and work — such as data analysis and visualizations — in their application.

GRAPHICS + ILLUSTRATION

Graphics editor (senior staff) x1-2 (positions filled)

The graphics editor is responsible for managing TSL's team of visual artists and coordinating assignments with them throughout the week. The graphics editor is also responsible for editing graphics and cartoons as needed and ensuring that visuals are properly placed in the print newspaper and online. The graphics editor would be responsible for communicating with artists as well as section editors to ensure an artist's visual aligns appropriately with the corresponding article or column. Experience in visual arts preferred.

Graphic artists and illustrators x5-10

Graphics artists create graphics and illustrations to appear alongside articles or columns. An artist typically signs up for 1-2 visuals a week on the article(s) of their choice, communicating regularly with their graphics editor and the relevant section editor and writer to create an appropriate visual for the article prior to its publication. This position is best suited for those with visual arts experience.

Puzzle guru x1-2

The puzzle creator is responsible for contributing a weekly puzzle and solution. Puzzles can be of many varieties, including but not limited to crosswords, KenKen, sudoku and jumbles. TSL is a pro-puzzle newspaper and is always interested in new puzzle proposals!

Cartoonist x1-2

Cartoonists provide relevant satirical cartoons for the paper. Cartoonists can also be graphic artists or take part in other sections.

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PHOTOGRAPHY

Photo editor (senior staff) x2 (positions filled)

The photography editors organize and edit photographs for the paper. The photo editors also work with photographers to improve the quality and relevance of photographs and help them develop their personal photography skills. Photo editors should be available to assist with last-minute or breaking photo assignments. Experience with Adobe Photoshop and/or Lightroom is required.

Staff photographer x5-10

Staff photographers are responsible for taking assigned photos **on a weekly basis**, whether for a specific section or on general assignment, and attending section meetings. Staff photographers should have considerable photography experience and a flexible schedule.

Contributing photographer x5-10

Contributing photographers take assignments as needed from the photo editor, **generally every other week**.

BUSINESS

Business manager (senior staff) x1-2 (positions filled)

Business managers are responsible for the financial operation of the paper, including advertising, payment of employees, maintenance of accounts at ASPC, budget proposals, subscriptions, alumni newsletter, fundraising campaigns and financial requests at the end of the year, as well as supplies and equipment acquisition. The business managers are also responsible for organizing events to promote journalism on campus and work with the Career Development Office and TSL alumni to find journalism opportunities for students. They will work to find funding opportunities for TSL, including efforts to establish an internal scholarship fund and to strengthen TSL's relationships with potential sources of funding.

The business manager will coordinate a team of business associates, engage with local businesses and organizations, build alumni relations and consult with representatives of the college on financial matters. The business manager is responsible for training their successor.

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Business associate x5

Business associates are the backbone of TSL's business operations. They ensure the paper stays afloat by pursuing advertising opportunities and securing revenue by confirming ads, both online and in-print ads. They work closely with the business manager to coordinate the financial operations of the paper.

Distribution manager x1 (positions filled)

The distribution manager ensures the paper is distributed physically every Friday morning. They drive the golf cart early Friday mornings to deliver the paper to all 7Cs!

DIVERSITY, EQUITY & INCLUSION

Diversity, equity and inclusion committee members x5

The diversity, equity and inclusion members support TSL's initiatives to make its space and coverage more accessible to everyone, fostering a supportive work environment and addressing aspects of historical exclusion present within the paper and within the consortium at large.

DEI may be directly involved in the editing process, with editors reading through all articles during the weekly production cycle and flagging issues when necessary. DEI members are also responsible for community outreach, meeting with campus affinity groups, building relationships and helping TSL cover a broader range of perspectives for our stories.

Members may also build trainings and come up with new strategies for improving DEI work within TSL. These trainings can focus on anything from responsible interviewing to inclusive writing practices and beyond.

TRANSLATION

Translator x3-5

To better serve the 5C community and increase accessibility, TSL launched a Spanish translation desk in the summer of 2022 which has since adapted based on semester availability and participation. Translators work on a weekly or biweekly basis, translating articles that may be relevant to nonEnglish-speaking communities at the 5Cs and beyond. This includes everything from stories

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about the [dining hall workers' labor fight](#) and the [expansion of public transportation](#). Translators must be native speakers or fluent with translation experience.

WEB

Web/app developer (senior staff) x1-4

Web/app developers contribute to the upkeep and redesign of TSL's website — primarily the front page — which will include customizing the website through WordPress and working closely with the editorial board. Web/app developers will be responsible for monitoring website traffic trends and relaying this information to the editorial board and the business team. They will also have the creative ability to update the website in collaboration with the creative director and editorial board.

Web/app developers will also have the potential to begin work on building and designing an app for TSL. This will require collaboration between a designer, engineer, and other team members alongside the creative director and editorial board. Experience in app design is required for the potential app developer position. Because this is a relatively new and open-ended position, developer(s) should have a sense of initiative and come into their interview with an idea of their plans for the role.