

The Fordham Ram

Volume 107

Staff Applications

Executive Board applications are due: Tuesday, Oct. 22, 2024 @ 11:59 p.m. (Interviews will take place Oct.22-Nov.3)

Staff applications are due: Sunday, Nov. 3, 2024 @ 11:59 p.m. (Interviews will take place Nov. 4-15)

Late applications will not be accepted.

Volume 107 of The Fordham Ram will span the 2025 calendar year, beginning in the spring 2025 semester and continuing through the end of the fall 2025 semester. As a result, **members of the class of 2025 and those studying abroad in 2025 are ineligible for staff positions.**

There are separate applications for **Executive Board, New Staff, Returning Staff and the Business Team**, which are attached as links to Google Forms below.

Executive board and all editor positions require availability every Sunday night from around 7:30 to 8:30 p.m. (Budget Meeting). All positions except for the business team require availability every Tuesday from 5:00 p.m. to between 12:00 a.m. and 3 a.m. (Production Night). This does not include school vacations, midterms and finals week. Below the application links are detailed descriptions of each staff position.

Applications will be followed by interviews, which you can schedule through a SignUpGenius link that we will share via email.

Email fordhamramonline@gmail.com if you have any questions.

Applications:

[E-Board Application](#)

[New Staff Application](#)

Returning Staff Application

Business Team Application

Open Position Descriptions

Executive Board Positions

Editor in Chief: The Editor in Chief serves as the president of The Fordham Ram. They are responsible for all daily functions of the newspaper, including but not limited to maintaining the Ram's email accounts, website, staff and stories. They are responsible for hosting weekly budget meetings and approving all budget ideas. They are responsible for production night, assisting section editors with tasks, making the final edit on pages and calling in the paper at the end of the night. They are also in charge of communicating with the administration, filling out the USG operations packets and making final editorial decisions.

Managing Editor: The Managing Editor serves as the assistant to the Editor in Chief, overseeing the entire publication process. They are responsible for copy editing, assigning pages, designing InDesign spreads, writing and filling in wherever necessary. The Managing Editor is also responsible for holding the staff accountable and should frequently check in with individual teams and staff members to ensure everything is running smoothly. A good Managing Editor is comfortable talking to people, is willing to be flexible and can help represent the Ram to students and administration during school events.

Editorial Director: The Editorial Director is responsible for The Fordham Ram's weekly editorial, which takes a stance on an issue important to the editorial board. This person will need to propose a topic to the e-board on Sunday nights to gather feedback and thoughts from the other editors. They will research and write the editorial, taking feedback from the other e-board members into account. On Tuesday nights, the editorial director assists with copy editing and other production tasks as needed.

Production Editor: The Production Editor heads the copy team and is responsible for attending budget meetings, Monday night copy editing, and production on Tuesday. They must have expert knowledge of AP style standards and the ins and outs of the Ram production night. They must have at least one volume of experience in copy editing for the Ram.

Multimedia Director: The Multimedia Director oversees all photo, video, audio, digital and social media execution for the newspaper. Knowledge of Photoshop, InDesign, Adobe Illustrator

and social media platforms (Twitter, Instagram, Facebook, etc.) is preferred but not required. This role also includes coordination with each section editor on Sunday nights in regards to potential weekly multimedia projects (posts on social media as well as special stories and posts). Overall this role allows you to come up with creative and innovative ways to publicize the paper and articles on social media, as well as improving the quality of visual content in the physical paper. This person is also responsible for editing and sending the weekly briefing as well as sending out a weekly photo budget to Ram photographers every Sunday with items for next week's publication.

Business Director: The Business Director position is responsible for the financing of the club as well as overseeing the Business Team. The Business Director is in charge of maintaining the club's budgeting throughout semesters as well as bringing in advertisement revenue for the Ram through outside sales. They must complete the semesterly budget packets for the newspaper. This person must have good business acumen, communication and leadership skills.

Section Editor Positions

Position (Number of Available Spots): Description

News Editor (1): The News Editor is responsible for managing the news section each week. They decide which topics/issues need to be covered each week and work with writers to report on campus and local news. The news editor edits each writer's articles and provides feedback and edits to bring stories up to Ram standards. They are also responsible for regularly checking in with writers to ensure articles are finished in a timely manner each week. This person oversees the layout of the news section each week on production night. They need to stay up to date with what is happening on Fordham's campus, as well as have a solid understanding of local and national news. This person also usually writes 2+ articles per week, depending on how many writers the section has each semester. This role requires strong writing and editing skills as well as good communication, time management and organizational skills.

Features Editor (1): The Features Editor assists in the duties of the news team and has many of the same responsibilities as an assistant editor. However, they also are responsible for finding, researching and writing longer feature articles. These can include investigative work, profiles and historical features.

Assistant News Editor (2): An assistant news editor's primary job is to aid the News and Features Editor in the production of the newspaper every week, including helping edit submitted articles, formatting the article for the print layout and doing any other task that the News Editor requires. They must also write at least one article each week to ensure all budget items are

covered. Assistant News Editors are also responsible for compiling the Public Safety Briefs and This Week at Fordham sections on page two of the print newspaper.

Opinion Editor (1): The Opinion Editor is responsible for overseeing the Opinion section of the newspaper each week. At weekly budget meetings, the opinion editor will pitch multiple article ideas for that week, so they should stay aware of thought-provoking local, national and international news topics. The Opinion Editor also keeps in touch with writers, helping them write their articles using AP style, cultivate opinionated articles and approve or edit writers' pitches. This usually occurs at semesterly writers' meetings hosted by the opinion editor. The Opinion Editor is responsible for reading through and editing every opinion section article prior to Tuesday production nights (5 p.m. to around 2 a.m.), where the Opinion Editor formats the print pages in Adobe InDesign.

Assistant Opinion Editor (2): The Assistant Opinion Editor works with the Opinion Team to edit and publish articles for the opinion section of the newspaper. Some of the responsibilities include attending weekly budget meetings and writers meetings, pitching and editing opinion section articles. At production the Assistant Opinion Editors will publish all articles on the website using WordPress and format print pages in Adobe InDesign.

Culture Editor (2): The Culture Editor is responsible for coordinating the Culture section of the paper. Each week, the Culture Editor develops article ideas for the budget so it is important that they stay up to date on cultural events (music, movies, performances, art exhibitions, etc.) at Fordham, in the Bronx and throughout New York. The Culture Editor coordinates with writers who have pitches and helps them develop and improve their writing. Each week the culture editors must make sure all of the articles are in on time, edited and fact checked before production. The Culture Editor is responsible for reading through and editing every culture section article prior to Tuesday production nights (5 p.m. to around 2 a.m.), where the Culture Editor formats the print pages in Adobe InDesign.

Assistant Culture Editor (1): The Assistant Culture Editor is mainly responsible for the preliminary editing and the addition of articles to The Fordham Ram website. Other tasks vary based on what the culture editors are managing during a particular week — an assistant editor should therefore know how to block pages on InDesign, organize article budgets, write articles in a pinch and help out with tasks on production nights. At production the Assistant Culture Editor will publish all articles on the website using WordPress.

Sports Editor (1): The Sports Editor is responsible for overseeing the sports section of the paper. That includes coordinating with beat reporters on covering each Fordham Athletics sport and communicating with columnists on national storylines, all through MailChimp. The sports editor must read these articles for proper AP style standards. The sports editor is also expected to

take on more in-depth interview articles and work directly with the Fordham Athletics department. On production night, the sports editor will oversee the editing process within InDesign and ensure all pieces are posted onto the website. They will then work with the assistants on sharing articles and creating graphics for the section's Twitter account. They should also schedule writers' meetings to meet with contributors and plan for each issue. The Sports Editor is responsible for reading through and editing every sports section article prior to Tuesday production nights (5 p.m. to around 2 a.m.), where the Sports Editor formats the print pages in Adobe InDesign

Assistant Sports Editor (2): The Assistant Sports Editor is responsible for the addition of articles to The Fordham Ram website as well as preparing the layout of the sports section on Adobe InDesign for the paper during production nights. The assistant sports editor is also required to attend the weekly budget meetings and production nights. Other responsibilities will vary on the week depending on the amount of articles that are needed.

Copy Team

Copy Chief (1): The Copy Chief works directly with the Production Editor ensuring that all of our articles follow AP style and have no grammar or formatting issues. They are present both nights on Monday from 5 p.m. - 9 p.m. and Tuesday from 5 p.m. - 3 a.m. They train new copy editors and ensure everyone knows what style rules to follow. It is also their job to ensure that all articles are being returned to their sections in a timely manner. The Copy Chiefs are usually the last reads on articles so they catch any errors that have slipped through the cracks.

Digital Team

Digital Producer (3): The Digital Producers are responsible for contributing to The Fordham Ram's social media presence. They maintain the Ram's Twitter, Facebook and Instagram pages, designing posts and writing captions, and monitoring comments. They work with the staff to choose articles to highlight on social media.

Social Media Director (1): The Social Media Director is responsible for the Ram's social media presence. They are responsible for coming up with ideas to invigorate the Ram's social media presence and coming up with long-term ways to use social media. They will work with the digital producers to post daily content. They will also be responsible for using Flowcode and designing and posting regular column graphics on the Instagram story including "Who's That Kid" and "Student Views."

Video Director (1): The video director is responsible for creating a bi-weekly Ram video, which can be a long investigative piece or a fast-paced "person on the street" style video. The video

director is responsible for pitching the idea for these videos, storyboarding and working with the editorial staff, which includes attending Sunday night budget meetings.

Photo Editor (2): Photo editors are responsible for getting photos for their respective sections (news, opinion, culture and sports). They are encouraged to take their own pictures but can also use photos that are not copyrighted.

Graphics/ Illustration Editor (1): The Graphics/Illustration Editor is responsible for creating graphic elements for sections. They will communicate closely with the section editors to provide images for various stories.

Fun & Games Editor (1): The Fun & Games Editor is responsible for at least a half-page worth of interactive, humorous, or otherwise creatively alternative content each week. This could include a comic strip, a crossword, a word search, etc. They will work with the Multimedia Director to plan ideas and design content.

Business Team

Advertising Director (3): They are responsible for assisting the Business Director with collecting ads for the newspaper. They will also work with local businesses and Fordham departments to coordinate ad dates and payment. The Advertising Director helps to lead the business team.