



## **Student Publications Staff Application**

Name:

Phone Number:

CBU ID:

Lancer Mail:

Major:

Minor:

GPA (cumulative):

Expected Fall '26 units:

Expected Spring '27 units:

Permanent Address:

Date of Birth:

Current Class Status:

Graduation Date (mm/yyyy):

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What platform/publication are you applying for? (newspaper, yearbook, magazine, PR firm, photo, design)

**Interview scheduling:** List your preferred dates and times for interviews. Please keep in mind this will be during regular business hours (9a-5p). While we'll do our best to accommodate, availability may be limited. Once your interview is scheduled, kindly make arrangements to attend.

Have you reviewed and understood all the job requirements for this position? Have you read, understood, and agreed to abide by the publication guidelines outlined in the LMG Publication Governance section (pages 15–55) of the LMG Publication Manual, as approved by the university administration? **(Click for LMG Publication Manual)**

*Please type your answers to these questions. Use additional paper if needed.*

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Which position are you applying for?

*Note: Candidates for Editor-in-Chief and Managing Editor must be majors within the Department of Communication Arts to be eligible for these top leadership positions on any publication and may be required to provide verification if necessary. However, EIC applicants who are not Communication Arts majors will still be considered, in accordance with the LMG Publication Manual and Journalism Advisory Board guidelines.*

If applying for Editor-in-Chief, Managing Editor, Photo Editor, or Design Editor, please outline areas for improvement in the publication, your plans for the editorial staff next year, and how your leadership style aligns with the team's needs.

For staff positions, please describe the specific ways you plan to enhance the publication and how you intend to effectively fulfill your job responsibilities.

What skills make you qualified for this position?

What do you consider to be your strengths and weaknesses, and why?

List any prior experience in journalism, including staff positions held with any LMG publications, as well as experience outside of CBU, such as high school publications. Include all relevant internships, jobs, or roles that have provided you with experience in areas such as writing, editing, photography, or design.

What other activities, jobs, classes, or commitments do you anticipate being involved in next year?

- |    |                 |
|----|-----------------|
| 1) | Hours per week? |
| 2) | Hours per week? |
| 3) | Hours per week? |
| 4) | Hours per week? |
| 5) | Hours per week? |

Have you worked on campus before? (*Provider doesn't count*)

Are you available for afternoons/evenings and weekly meetings on Tuesdays at 6:30 p.m.? Are you committed to meeting deadlines, even if it requires additional hours? Are you able to be on-call and come in as needed to assist with meeting publication deadlines? Please explain.

Please tell us about your faith. Where do you attend church? How did you come to accept Jesus Christ as your Lord and Savior? How does your faith impact your work ethic and moral decisions?

**\*Be sure to attach a sample of your work (Writing/Design/Photography) with your application.\***

**Return application via email to:** Susan Borgen, publications secretary, [sborgen@calbaptist.edu](mailto:sborgen@calbaptist.edu)