

THE MICHIGAN TECH LODGE IS HIRING!

# JOIN OUR TEAM

applicants must be  
a MTU student in  
both SP25 and FA25



**APPLICATION DUE NOV. 30**

**\$14 AN HOUR**

**5-10 HOURS PER WEEK**

**JANUARY 2025 - DECEMBER 2025**

## **EDITOR IN CHIEF**

### **KEY RESPONSIBILITIES:**

The Managing Editor acts the manager of The Lode student newspaper.

- Develop strategy for growth and improvement.
- Communicate and collaborate with members of The Lode and the community.
- Stay informed about campus events, news, and trends to ensure timely and relevant information is being released.
- Stay committed to truthful content, organizational growth, and ethical journalism practices.
- Foster engagement and professional development within the organization.

### **QUALIFICATIONS:**

- Currently enrolled Michigan Tech student in good academic standing.
- Strong managerial, organizational, and time-management skills.
- Excellent written and verbal communication skills.
- Ability to commit five to ten hours per week, as needed, including evenings and weekends.
- (preferred) Completed coursework/training in design, journalism, communications, writing, media, and/or related fields.
- (preferred) Previous management experience.

**SEND YOUR COVER LETTER, RESUME, TWO PROFESSIONAL  
REFERENCES AND A BRIEF WRITING SAMPLE TO:**

mtulode@mtu.edu, CC mbseigel@mtu.edu

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## **EDITORIAL ASSISTANT**

### **KEY RESPONSIBILITIES:**

The Editorial Assistant position is versatile and integrative into all functions of a newspaper.

- Monitor and continuously improve distribution of the paper.
- Copy edit articles on a weekly basis.
- Take meeting minutes at General Body Meetings.
- Fluidly move from one function of the newspaper to another when needed.
- Generate ideas for cross-functional improvement of the organization.

### **QUALIFICATIONS:**

- Currently enrolled Michigan Tech student in good academic standing.
- Strong adaptation, organization, and observation skills.
- Excellent written and verbal communication skills.
- Ability to commit five to ten hours per week, as needed, including evenings and weekends.
- (preferred) Completed coursework/training in design, journalism, communications, writing, media, and/or related fields.

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## — **MEDIA EDITOR** —

### KEY RESPONSIBILITIES:

The Media Editor position is a crucial role to ensure that The Lode content reaches as many Michigan Tech students as possible.

- Maintain social media relations (Instagram, Facebook, X, etc).
- Routinely brainstorm and produce LodeTV episodes.
- Collaborate with writers, photographers, and editors to create visually appealing content.
- Stay informed about campus events, news and trends to ensure timely media coverage.

### QUALIFICATIONS:

- Currently enrolled Michigan Tech student in good academic standing.
- Strong technological, video/picture editing, and creativity skills.
- Excellent written and verbal communication skills.
- Ability to commit five to ten hours per week, as needed, including evenings and weekends.
- (preferred) Completed coursework/training in design, journalism, communications, writing, media, and/or related fields.
- (preferred) Previous experience in social media management or content creation.

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## — **BUSINESS MANAGER** —

### KEY RESPONSIBILITIES:

The Business Manager position is an excellent opportunity to hone money management skills in a professional environment.

- Monitor monetary transactions in The Lode's two indexes.
- Create the outline for the upcoming years' budget.
- Manage the reimbursement of club members, the deposits of checks, and the transferring of advertisement revenue.
- Oversee advertisement sales including reaching out to community members and creating invoices.

### QUALIFICATIONS:

- Currently enrolled Michigan Tech student in good academic standing.
- Strong numerical literacy and Google Sheets skills.
- Excellent written and verbal communication skills.
- Ability to commit five to ten hours per week, as needed, including evenings and weekends.
- (preferred) Completed coursework/training in design, journalism, communications, writing, media, and/or related fields.
- (preferred) Previous experience managing monetary transactions.

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## **DESIGN, LAYOUT & COPY EDITOR**

### KEY RESPONSIBILITIES:

The Design, Layout, & Copy Editor position is critical to managing the overall design of the newspaper.

- Control layout of the newspaper design using InDesign.
- Design posters and infographics for outreach and advertising.
- Copy edit articles on a weekly basis.
- Manage merchandise ordering and design.

### QUALIFICATIONS:

- Currently enrolled Michigan Tech student in good academic standing.
- Strong technology, creativity, and design skills.
- Excellent written and verbal communication skills.
- Ability to commit five to ten hours per week, as needed, including evenings and weekends.
- (preferred) Completed coursework/training in design, journalism, communications, writing, media, and/or related fields.
- (preferred) Previous design experience.

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