

**INDEPENDENT SCHOOL DISTRICT NO. 834
Stillwater, MN 55082**

Advisor POSTING (2025-26)

POSITION:	Assistant Newspaper Advisor
LOCATION:	Stillwater Area High School
PURPOSE OF THE ACTIVITY:	To assist students and the head newspaper advisor with informing, engaging and inspiring the school community through producing accurate, creative, and student-driven journalism.
QUALIFICATIONS FOR THE JOB:	<ul style="list-style-type: none">A. Background in journalism, English, communications, media, or a related fieldB. Experience with editing, writing, or publication productionC. Strong organizational and interpersonal skillsD. Comfort of basic web & design platforms or willingness to learnE. Enthusiasm for working with teenagers in a collaborative creative setting
IMMEDIATE SUPERVISOR:	Head Newspaper Advisor/Activities Director/Building Principal
GENERAL DUTIES AND RESPONSIBILITIES:	<ul style="list-style-type: none">A. Collaborate with adviser and student editors and writers to review and edit content across print and digital platformsB. Support students in publishing articles, photos, and videos on the online news siteC. Assist with layout and design of print pages (Adobe InDesign experience helpful but not required)D. Oversee advertisement sales, billing, and communication with local business sponsorsE. In addition to remote duties, after-school attendance is required (approximately 40-45 hours per semester)F. Serve as a mentor and supportive presence in a fast-paced, student-led newsroom
LENGTH OF ACTIVITY:	Approximately 40-45 hours per semester, concentrated around six publication cycles
PUBLIC PERFORMANCE:	NA
SALARY (POINTS):	Class VI Co-Curricular Advisor
DATE OF POSTING:	June 18, 2025

**APPLICANTS ARE INVITED TO APPLY ON-LINE USING THE SCHOOL DISTRICT'S WEBSITE AT:
www.stillwater.k12.mn.us**

