



June 15, 2022

Applications now accepted for NSPA associate director for Quill and Scroll

[National Scholastic Press Association](#), the nation's largest organization for student journalists and scholastic journalism advisers, is hiring an associate director for [Quill and Scroll](#).

NSPA, a nonprofit educational association based in Minneapolis, provides supports high school journalism through education, training and recognition programs, including the Pacemakers, the nation's preeminent award for student media.

Quill and Scroll, the international honor society for scholastic journalists, is joining NSPA on July 1, 2022, and this new position will be responsible for the day-to-day operations of Quill and Scroll, as well as the long-term development and implementation of its programs. The position will be based at NSPA headquarters, in Minneapolis.

Applicants should submit a copy of their résumé/vita and a letter stating qualifications for the position. Include your vision to increase overall membership and awareness of Quill and Scroll to high school journalism programs and students.

The application closes July 1. Salary is commensurate with experience and education.

Please send your application to **Executive Director Laura Widmer**, laura@studentpress.org. Attach appropriate documentation and add "Associate Director" to the subject line. Please contact Laura with any questions regarding the position.

Job description / NSPA associate director for Quill and Scroll

The associate director will report to the executive director and will be in charge of the day-to-day operations of Quill and Scroll. Duties include these —

Oversee the daily operations of the international honorary society's programs and its related foundation. Develop and manage Quill and Scroll member services, including induction programs, competitions, member communications, and member and alumni relations. Generate and implement all communications for Quill and Scroll.

Set membership goals and develop a master plan for Quill and Scroll membership. Survey Quill and Scroll membership to assess its services to members and advisers.

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Assist the executive director in preparing and implementing the Quill and Scroll budget.

Assist staff in transforming the NSPA Honor Roll into a recognition program for journalism service, while managing and developing Quill and Scroll as an academic honorary.

Collaborate with NSPA staff to supervise Quill and Scroll competitions and judging, and assist the NSPA associate director with its competitions, critiques and consultations. Recruit, manage and train judges for both Quill and Scroll and NSPA competitions, and develop and maintain a database of professional journalists and current/former journalism advisers as judges. Assign judges for the NSPA website and broadcast competitions; monitor NSPA deadlines for critique submission and judging; and assist with final preparation of NSPA critiques. Work with the executive director to develop NSPA's consultation services.

Specific Quill and Scroll duties include these —

Production/communication

Produce “The Weekly Scroll” blog post, and produce “The Source” podcast and secure its hosts and guests for interviews.

Maintain and update [the Quill and Scroll website](#) and produce and edit Quill and Scroll promotional videos.

Member services

Direct and manage contests and critiques, including the Yearbook Excellence Contest; the Writing, Photo and Multimedia Contest; and the Vanessa Shelton Chapter of the Year Award.

Direct and manage the spring scholarship competition and committee to select winners. Manage the Lester Benz Adviser Scholarship for journalism advisers.

Collaborate with Journalism Education Association to collect and judge entries for the Student Journalist Impact Award.

Liaison

Chapters: Perform induction ceremonies and speak at induction ceremonies when available. Update the chapter manual as needed. Serve as the primary contact for advisers and students regarding all chapter matters, including chapter formation, chapter agendas and the student advisory board.

Alumni: Collect data from web-based forms on the website. Add alumni names and contact information to all Q&S databases.

International organizations: Work with ASDAN China representatives to coordinate entries, judging and awards for ASDAN China WPM Contest. Work with Eye on Ivy in Pakistan to coordinate educational programming and an editorial writing contest for Pakistani students.

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