



News Editor Job Description (2016-2017)

The News Editor oversees and coordinates the publication's news stories and section with special attention to content, freelancers, and design.

The person in this role must be a full-time WOU student, and in good judicial and academic standing, with a minimum, cumulative and term GPA of 2.50. This employee has a probationary academic period of 90 days from being hired. As with any other Student Media position, the News Editor cannot be elected or volunteer for student government positions or serve on the Incidental Fee Committee. The News Editor works from late September through early June for **15 hours per week**. This is a paid position.

The News Editor will report to the EIC and, with supervision from the Student Media Adviser and Student Media Board, is responsible for:

Publication

- Performing all duties as assigned by the EIC
- Attending production nights until work has been approved by the senior staff (EIC, Managing Editor, and Copy Editor) and fulfilling other work requirements, either in or out of the office
- Assigning all news stories and coordinating photos and infographics
- Reading and editing all news copy; creating headlines, pull quotes, and photo captions
- Ensuring all news articles are complete, accurate, and professional while relating the topics back to The Journal's audience (WOU students, alumni, employees, etc.)
- Developing an information/sources file for reference (e.g., contact info for club officers)
- Writing columns and articles, when necessary
- Line editing the news section, adhering to the rules and guidelines of the Associated Press (AP) Stylebook
- Assisting in design of the news section based on content, when necessary
- Ensuring all articles are complete, accurate, and professional
- Assisting with The Journal's social media presence
- Remaining productive and on-task during production nights
- Publishing any correction/clarification from any errors made by the News Editor or freelancer within two weeks of the original error
- Submitting all content before or by deadlines

Personnel and Training

- Meeting with the EIC on a regular basis to discuss progress and developments happening within the organization
- Attending all staff meetings, accepting constructive criticism to improve quality of future issues, as well as offering feedback and addressing errors when necessary
- Training, managing, and maintaining freelancers/staff writers
- Communicating clearly and directly with The Journal staff and Student Media Adviser
- Conducting weekly freelance meetings to assign jobs and discuss the quality and types of sources/content needed depending on specific events and related stories; these should take place before The Journal's weekly staff meetings
- Compiling and submitting freelancer/staff writer pay sheets to the Adviser on a weekly basis
- Participating in at least one recruitment activity per year (e.g., Premiere Night, Preview Day, tabling)
- Actively recruiting freelancers for the organization
- Attending training workshops and seminars, whenever funding allows
- Participating in quarterly written and verbal evaluations with the EIC and Managing Editor
- Providing shadowing opportunities and transitional notes for the News Editor's successor. These must be completed by the end of the 2016-2017 academic year

Professionalism and Journalistic Ethics

- Maintaining basic journalistic standards and enforcing the newsroom code of ethics, which all staff sign when they are hired
- Exhibiting professionalism and tact both in the newsroom and on campus
- Understanding and complying with copyright, libel, privacy, Student Media Board, and ethics guidelines in relation to The Journal

***Job descriptions subject to change at the discretion of the EIC.**