

# The Etownian

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## **POSTION DESCRIPTION**

**Job Title:** Campus Life Editor

**Report to:** Managing Editor

**Objectives:** To produce a Campus Life section each week for The Etownian.

## **DUTIES AND RESPONSIBILITIES**

1. Hold a pre-brainstorming meeting **Monday** with assistant editor
  - a. Discuss movies/CDs/books/restaurants to be reviewed.
  - b. Discuss which stories can be assigned in advance.
  - c. Discuss columns that are to run that week.
2. Attend brainstorm meetings each Wednesday at 11 a.m.
  - a. Come prepared with *all* ideas for the section.
  - b. If more ideas are needed, the board will help come up with them, but the editor should normally have *all* ideas brainstormed.
3. Assign articles and photos
  - a. Articles: due **Sundays at 5 p.m.**
    - i. Assignments must be e-mailed out to writers by **midnight** on the day of the brainstorm
    - ii. [editor@etown.edu](mailto:editor@etown.edu) must be CCed in the e-mail.
    - iii. Assignments must be specific, following the predetermined format that covers the subject, angle, contacts and question suggestions.
    - iv. Assignment sheets must be posted by **midnight** on the day after the brainstorm (Thursday).
  - b. Photos
    - i. Photo requests must be e-mailed to the Photo Editor by **5 p.m.** on the day of the brainstorm.
    - ii. Photo requests must be specific.
4. Receive articles and photos
  - a. Articles must be in the correct week's folder on the Campus Life desktop by **5 p.m. on Sunday**. They must also be printed for copy editing by this time.
  - b. For late articles, the editor must
    - i. E-mail the writer, CCing [editor@etown.edu](mailto:editor@etown.edu) and using a predetermined form letter.

- ii. Report to an executive member if the story has not been received within 24 hours of the initial e-mail.
          - iii. Editors are ultimately responsible for the stories on their pages. If a story is not received, it is up to the editor to reassign or write the story.
        - c. Photos must be in the correct week's folder on the Campus Life desktop by **midnight on Sunday**, unless otherwise noted.
        - d. The Campus Life Editor is responsible for checking the public folder of the Photo Editor after **5 p.m. on Sunday** and downloading the images to the correct week's folder on the Campus Life desktop.
          - i. If photos with a specific deadline are not in the folder by **5 p.m.** on the day of the deadline, send a predetermined form e-mail to the Photo Editor, CCing [editor@etown.edu](mailto:editor@etown.edu), asking what plans have been made to get the photo and when it will be available.
5. Edit Articles
  - a. The Campus Life Editor should edit articles (for content and using proper AP style) before they are edited by others.
  - b. This must be accomplished by **midnight on Sunday**.
6. Corrections
  - a. The Campus Life Editor is ultimately responsible for corrections, headlines and captions on the Campus Life pages.
7. Story document.
  - a. The Campus Life Editor is responsible for creating a single Word document with the headlines, bylines and text of every story appearing in his or her section that week. This document will be used to update the Etownian's Web site.
  - b. This should be completed AFTER the Campus Life Editor has made all corrections to the pages and spell-checked them.
  - c. The document should be saved in the following format: YYMMDD\_CL.doc (for example: 060427\_CL.doc)
  - d. When finished, the document should be e-mailed to the Online Editor, along with photos.
8. Office hours
  - a. The Campus Life Editor is responsible for having two scheduled hours per week that will be spent in the office.
  - b. These hours must be between **9 a.m. and 5 p.m.** (not Wednesday)
  - c. During this time, the Campus Life Editor will be responsible for answering the phone, taking messages and being available to help any walk-ins.
  - d. The Campus Life Editor should e-mail any other editors with messages received during office hours.
9. Meeting with writers to give feedback
  - a. The Campus Life editor must meet with all Campus Life writers during office hours to give them back their stories, including the original copy edited by the Campus Life Editor and the second copy, edited by executives and copy editors.

- b. If the writer cannot make it to the office during the Campus Life Editor’s office hours, the writer is responsible for making an appointment with the Campus Life Editor to meet.
  - c. If the writer misses an appointment or otherwise fails to meet with the Campus Life Editor, the Campus Life Editor must send a predetermined form e-mail to the writer, CCing [editor@etown.edu](mailto:editor@etown.edu), in order to reschedule.
  - d. If the writer fails to respond within 24 hours, the editor must report to an executive.
10. The Campus Life Editor may delegate responsibilities to the Assistant Campus Life Editor, but is ultimately responsible for getting things done.

**REQUIREMENTS AND SPECIFICATIONS**

- A. Knowledge Required to Perform at Competent Level:
  - 1. Firm grasp of AP style.
  - 2. Competent grasp of Pagemaker and layout basics.
  - 3. Good organizational, communication and interviewing skills.
  - 4. Good time-management skills.
  - 5. Good management skills.
  
- B. Consequence of Error:
  - 1. Failure to pre-brainstorm could lead to lengthier-than-necessary brainstorm meetings and constitutes a lack of effort on the Campus Life Editor’s part.
  - 2. Failure to attend brainstorm meetings could lead to inability to efficiently come up with and assign stories.
  - 3. Failure to assign and receive articles and photos on time could lead to delayed production schedule.
  - 4. Failure to complete corrections, captions and headlines constitutes a gross lack of effort on the Campus Life Editor’s part.
  - 5. Failure to create the story document could delay production of the Etownian’s Web site.
  - 6. Failure to meet with writers could lead to lack of quality writing.
  - 7. Failure to attend office hours constitutes a lack of effort on the Campus Life Editor’s part.
  - 8. Possible separation of employment with The Etownian may result from lack of effort and responsibility on the Campus Life Editor’s part.
  
- C. The Etownian is an at-will employer. The relationship between the employer and the editor may be terminated at any time for any reason or no reason.

Editor: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_