

# The Etownian

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## **POSTION DESCRIPTION**

**Job Title:** Copy Editor

**Report to:** Managing Editor

**Objectives:** To find and correct errors in style, punctuation, grammar and content in The Etownian.

## **DUTIES AND RESPONSIBILITIES**

1. Attend brainstorm meetings each Wednesday at 11 a.m.
  - a. Come prepared with ideas of which other editors may not be aware.
  - b. Participate in brainstorming ideas for all sections.
2. Edit Articles
  - a. The Copy Editor is responsible for reading and marking corrections on the stories when they are printed, both Sunday and Monday nights and whenever new stories come in after that time.
  - b. The Copy Editor is responsible for reading and marking corrections on the pages of each section once they are printed.
3. Office hours
  - a. The Copy 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 Copy Editor will be responsible for answering the phone, taking messages and being available to help any walk-ins.
  - d. The Copy Editor should e-mail any other editors with messages received during office hours.
4. The Copy Editor may delegate responsibilities to the Assistant Copy 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. Time management skills.
  
- B. Consequence of Error:
  - 1. Failure to attend brainstorm meetings could lead to a lack of diversity in The Etownian’s stories.
  - 2. Failure to edit stories in a timely manner constitutes a gross lack of effort on the Copy Editor’s part.
  - 3. Failure to attend office hours constitutes a lack of effort on the Copy Editor’s part.
  - 4. Possible separation of employment with The Etownian may result from lack of effort and responsibility on the Copy 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: \_\_\_\_\_