

The Etownian

POSTION DESCRIPTION

Job Title: Online Editor

Report to: Managing Editor

Objectives: To ensure and facilitate daily updates to The Etownian Online.

DUTIES AND RESPONSIBILITIES

1. Attend brainstorm meetings each Wednesday at 11 a.m.
 - a. Come prepared to assist page editors in coming up with story ideas.
 - b. Come with story ideas of which other staff members are unlikely to be aware.
 - c. Come with ideas for exclusive web content.

2. Office hours
 - a. The Online 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 Online Editor will be responsible for answering the phone, taking messages and being available to help any walk-ins.
 - d. The Online Editor should e-mail any other editors with messages received during office hours.

3. Web Maintenance
 - a. The Online Editor is responsible for getting articles and photographs onto the website by **midnight on Thursday** each week.
 - b. Stories should be copied from the final Pagemaker file, as this will include all the corrections and edits.
 - c. The Online Editor should be available to post any breaking stories on the website **ASAP**.

4. Assistants
 - a. The Online Editor is responsible for delegating work to any assistants.
 - b. The Online Editor may delegate responsibilities to the Assistant Online Editor(s), but is ultimately responsible for getting things done.

REQUIREMENTS AND SPECIFICATIONS

- A. Knowledge Required to Perform at Competent Level:
 - 1. Firm grasp of web design software and techniques.
 - 2. Good organizational and communication skills.
 - 3. Good time-management skills.
 - 4. Good management skills.

- B. Consequence of Error:
 - 1. Failure to attend brainstorm meetings could lead to a lack of diversity of topics covered in the Etownian.
 - 2. Failure to attend office hours constitutes a lack of effort on the Online Editor's part.
 - 3. Failure to have website updated on time will be counterproductive to our efforts to increase web interactivity.
 - 4. Possible separation of employment with The Etownian may result from lack of effort and responsibility on the Online 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.

RELEASE

I, _____, understand that any and all of my work, once submitted, will become property of The Etownian. I understand that my work may be used in any and all forms and at any time desired by the editors of The Etownian. I understand that I will receive proper credit for my work when it is used.

Editor: _____ Date: _____

Supervisor: _____ Date: _____