



THE SPARTAN TIMES

Job Description: Editor-in-Chief

Time required: Up to 13 hours/week

Pay: Work Study allocation (up to \$1500/semester)
+possible additional \$250 (year 1) or \$500 (year 2) scholarship

Revised April 2009

1. Establish and hold reporters responsible for fulfilling position duties through weekly reporter evaluations and discipline/recognition meetings as necessary.
2. Solicit story ideas and track weekly reporter commitments.
3. Meet regularly with writers to plan story approach and edit rough drafts.
4. Stay in regular contact with writers about revision deadlines.
5. Notify Layout-Design of any content or deadline changes.
6. Notify writers of significant editing changes and, as necessary, discuss the rationale behind those changes.
7. Edit all articles for content and grammar. Pass on revised drafts to Copy Editor (if applicable).
8. Conduct or organize training as needed for reporters to build newswriting skills.
9. Hold regular office hours.
10. Help create “dummy pages” with Layout/Design Editor, establishing approximate location of incoming photographs, articles, advertisements, and announcements.
11. Make all final decisions regarding the content of the *Spartan Times*.
12. Participate in individual or group training as needed.

Additional duties in collaboration with other core staff members:

- Ø On a rotating basis, set out incoming papers and contact staff members to distribute.
- Ø Look over each issue before Layout-Design sends to publisher.
- Ø Help plan and attend *Spartan Times* fundraisers and events.
- Ø Prepare core and club staff meeting agendas and lead meetings.
- Ø Lead editorial board.