



THE SPARTAN TIMES

Job Description: Layout/Design Editor

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. Coordinate weekly Spartan Times layout and design.
2. Help create “dummy pages” with Editor-in-Chief, establishing approximate location of incoming photographs, articles, advertisements, and announcements.
3. Create necessary templates using InDesign.
4. Receive training and/or self-train to learn design elements and improve newspaper layout based on information learned.
5. Coordinate any other design-related needs of the Spartan Times.
6. With other editors, help make final edits to content and design before sending out final PDF.
7. Create final PDF file and send to the Herald Times and Derek Mogensen weekly.
8. Hold regular office hours.
9. Make final decisions about design.
10. 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 Help in flier and sign design for upcoming *Spartan Times* events.
- Ø Help organize and lead weekly staff meeting and weekly club meeting as needed. Attend all meetings.
- Ø Help plan and attend *Spartan Times* fundraisers and events.
- Ø Serve on editorial board.