

## Job Description

### **Associate Features Editor**

#### **Primary Function**

The associate features editor is responsible for generating story ideas and works with writers on Features stories. The associate features editor is expected to be familiar with various campus organizations and events. This position works with writers to improve their Features writing and reporting skills. The features editor is responsible for ensuring that all Features stories are of interest to the readers of the University of California, Irvine community. Must be willing to commit to every Sunday to be considered for this position.

#### **Major Responsibilities**

1. Writes photo assignments for stories by Sunday
2. Checks writers' progress during the week, and come up with story ideas
3. Works with features writers on stories
4. Strictly enforces all deadlines with very few exceptions
5. Contributes constructive and helpful criticism to tear-up each week
6. Comes up with story and cover ideas each quarter
7. Works with features editor to pick quotes for the Features cover

#### **Organizational Relationships**

Supervised by editor-in-chief, managing and features editors  
Supervises features writers

#### **Required Meetings and Hours**

- Attends weekly tear-up meetings –Wednesdays at 5:00 pm
- Attends editorial board meetings
- Attends weekly Features section meetings, if such meetings occur