

## Job Description

### Associate News Editor

#### **Primary Function**

The associate news editor generates story ideas and works with writers on News stories. This position works with writers to improve their News writing and reporting skills. The associate news editor is responsible for ensuring that their News 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. Helps news editor to assign stories to writers
2. Checks writers' progress during the week, and comes up with story ideas
3. Strictly enforces all deadlines, with few exceptions
4. Edits writers' stories before and on Sunday with the writers and discusses all revisions before the story is published. Works with writers to help them improve their writing and journalistic skills
5. Keeps news editor informed of writers' progress
6. Writes photo assignments by Sunday
7. Assists news editor with headlines, section editing on Sunday, and photo captions and inside preview
8. Contributes constructive and helpful criticism to tear-up each week

#### **Organizational Relationships**

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

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

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