

## Job Description

### **Associate Opinion Editor**

#### **Primary Function**

The associate opinion editor is responsible for assisting the opinion editor in producing an informative, interesting and accurate section on time that combines Opinion articles, as well as Antics cartoons, crossword puzzles, games such as Suduko, and weekly horoscopes. The Opinion section will generally contribute at least six stories to the paper per week. The associate opinion editor will help the opinion editor in making sure that all Opinion stories are of interest to the readers of the UCI community. Must be willing to commit to every Sunday to be considered for this position.

#### **Major Responsibilities**

1. Assists the opinion editor in coming up with headlines each week
2. Helps the opinion editor lead editorial board meetings each week
3. Checks writers' progress during the week, and comes up with story ideas
4. Works with opinion writers on stories
5. Strictly enforces all deadlines with very few exceptions
6. Contributes constructive and helpful criticism to tear-up each week
7. Works with opinion editor to pick quotes for the opinion cover

#### **Organizational Relationships**

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

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

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