

## Job Description

### **Associate Sports Editor**

#### **Primary Function**

The associate sports editor works with the sports editor. This position is expected to be current on UCI sporting events and should have a working knowledge of all UCI sports teams and the sports department. He or she will be producing an informative, interesting and accurate section on time. This position works with writers to improve their sports writing and reporting skills. The associate sports editor is responsible for ensuring that all sports 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. Assigns some of the story opportunities to writers
2. Checks writers' progress during the week, and comes up with story ideas
3. Shares editing stories with sports editor
4. Assists sports editor in writing photo assignments for stories by deadline set by the photo editor
5. Strictly enforces all deadlines with very few exceptions
6. Contributes constructive and helpful criticism to tear-up by Wednesday each week

#### **Organizational Relationships**

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

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

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