

## Job Description

### **Copy Editor**

#### **Primary Function**

Copy editors are responsible for ensuring the highest quality of editorial copy in the New University newspaper. It should be as clean as possible before the final copy is presented to the editor-in-chief and managing editor. Copy editors are responsible for ensuring that all stories are error-free before publication of the newspaper. Copy editors typically work as a collective with three copy editors serving in equal roles, simultaneously each year. Must be willing to commit to every Sunday to be considered for this position.

#### **Major Responsibilities**

1. Edits all copy for grammar and spelling mistakes and New University stylistic discrepancies as outlined by the Associated Press Style Guide
2. Must have superior proofreading skills
3. Detail-oriented candidate is mandatory
4. Attends tear-up meetings and participates in editorial board
5. Contributes constructive and helpful criticism to tear-up each week

#### **Organizational Relationships**

Supervised by editor-in-chief and managing editor

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

- Attends weekly tear-up meetings –Wednesdays at 5:00 pm
- Attends editorial board meetings