

## Job Description

### **Editor-in-Chief**

#### **Primary Function**

The editor-in-chief is responsible for the overall quality and content of the New University (commonly referred to as the New U) paper. Acts as official representative in all external affairs. The editor-in-chief (EIC) sets the journalistic standards and provides a vision for the rest of the staff. He/She has final say in all issues concerning the paper including hiring, firing, running corrections and matters of libel. The position is, however, one of leadership, not dictatorship. The EIC is responsible for ensuring that all 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. Edits all editorial copy after the associate, section editor and copy editor
2. Reads all copy for libel before 9:00 am on Sundays
3. Proofreads PDFs before they are uploaded to Freedom Press in Anaheim, and stays until the paper is uploaded to Freedom Press
4. Oversees content and coverage of all sections
5. Prepares agenda for staff meetings
6. Signs official documents
7. Has final approval on all hirings and firings
8. Represents the paper at official functions
9. Approves all correction notices that run in the paper
10. Revises and updates job descriptions and New U Guidelines when necessary
11. Contributes constructive and helpful criticism to tear-up each week
12. Oversees expenditure of operations and obtains approval with administrative personnel on budget before any purchases are made

#### **Organizational Relationships**

Supervises managing editor

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

- Attends weekly tear-up meetings – Wednesdays at 5 p.m.
- Attends editorial board meetings