

Job Description

Managing Editor

Primary Function

The managing editor is responsible for supervising the newspaper's staff and administering the day-to-day operations of the paper. The Managing Editor acts as the Chief Operating Officer and will also be a model staff member. As well, the Managing Editor is expected to be on time, especially since the enforcement of deadlines is among his/her primary duties. The managing editor helps the editor-in-chief in being 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. Acts as liaison between editorial and advertising aspects of the paper
2. Prepares agenda for tear-up meetings, and contributes constructive and helpful criticism to tear-up each week
3. Enforces the paper's policy and procedures, including deadlines and style
4. Handles internal staff disputes
5. Hires, fires and promotes staff members with the EIC's approval
6. Acts as the editor-in-chief in case of his/her absence
7. Monitors supplies in production and supply cabinets; informs EIC and business manager when new supplies need to be purchased
8. Handles telephone and e-mail inquiries. Forwards messages to the appropriate person
9. Keeps track of stipend payments for editors, as well as pay for stories, art and photographs for staff members. Submits this info to the business manager weekly
10. Responsible and in charge of staff trips, Welcome Week, Wayzgoose and any other special events that may come up. Expenditures for these events must be approved by administrative personnel

Organizational Relationships

Supervised by editor-in-chief

Supervises all other editorial staff members, including department and section heads

Required Meetings and Hours

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