

Job Description

News Editor

Primary Function

The news editor is responsible for producing an informative, interesting and accurate section on time. The new editor is expected to be familiar with various campus organizations and events. The News section will generally contribute at least six stories to the paper per week. He/she should have a good working knowledge of how the UCI administration and student government function. This position works with writers to improve their News writing and reporting skills. The news editor is responsible for ensuring that all News 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. ***Important role: Monitors breaking news throughout the week and makes sure these stories are covered (this is a high-profile position at the New U!)***
2. Determines the week's coverage by reviewing mail, e-mail story tips and consulting associates.
3. Fills out and turns in weekly run sheets to the layout editor by 2 p.m. Friday
4. Performs final section editing of all news copy by Sunday
5. Works with associates during Sunday production to input copy and libel edits
6. Proofs section after Sunday production
7. Strictly enforces all deadlines
8. Contributes constructive and helpful criticism to tear-up each week

Organizational Relationships

Supervised by editor-in-chief and managing editor
Supervises associate news editor(s) and news writers

Required Meetings and Hours

- Attends weekly tear-up meetings –Wednesdays at 5 p.m.
- Attends editorial board meetings
- Presides over weekly News section meetings, if such meetings occur