

## Job Description

### Opinion Editor

#### **Primary Function**

The opinion editor is responsible for producing an informative, interesting and accurate section on time that combines Opinion articles, as well as Antics cartoons, crossword puzzles, games such as Suduko, and weekly horoscopes. The Opinion section will generally contribute at least six stories to the paper per week. The opinion editor is responsible for ensuring that all Opinion 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. Determines the week's coverage by reviewing mail, story tips and by checking with the news and entertainment editors, and e-mail inbox for letter submissions
2. Assigns and works with Opinion writers on stories
3. Edits all copy and turns in run sheets to the layout editor by 2:00 p.m. Friday
4. Strictly enforces all deadlines with very few exceptions
5. Contributes constructive and helpful criticism to tear-up each week
6. Keeps contacts with layout artists on Saturday
7. Determines graphics for Opinion section
8. Sends e-mails to artist for cartoons to go with articles each week
9. Arrange Antics section, Suduko, weekly horoscopes and crossword puzzle

#### **Organizational Relationships**

Supervised by editor-in-chief and managing editor  
Supervises Contributing opinion editor, and opinion writers

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

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