

Job Description

Sports Editor

Primary Function

The sports editor is responsible for engineering and directing the newspaper's general sports coverage and the content of the sports section. The sports editor is expected to be current on UCI sporting events and should have a working knowledge of all UCI sports teams and the sports department. Given that many sporting events take place during the weekend, he or she should expect to put in more hours before production on Sunday to not hinder the progress of production. He or she will be producing an informative, interesting and accurate section on time. This position works with writers to improve their sports writing and reporting skills. The sports editor is responsible for ensuring that all sports stories are of interest to the readers of the UCI community. The Sports section will generally contribute at least six stories to the paper per week. Must be willing to commit to every Sunday to be considered for this position.

Major Responsibilities

1. Evaluates and calls on story tips
2. Determines each week's coverage by reviewing mail, faxes, and story tips
3. Performs final editing on all sports copy and turns in run sheets to the layout editor by 2:00 p.m. Friday
4. Writes photo requests for stories by deadline set by the photo editor
5. Assigns and works with sports writers on stories
6. Keeps contact with layout artists on Saturday to check progress of section
7. Strictly enforces all deadlines with very few exceptions
9. Contributes constructive and helpful criticism to tear-up each week

Organizational Relationships

Supervised by editor-in-chief and managing editor
Supervises associate sports editor and sports writers

Required Meetings and Hours

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