

Western Oregon Journal Copy Editor Job Description

The copy editor edits The Journal's content prior to production nights and during production night, adhering to the Associated Press Stylebook.

The person in this role must be a full-time WOU student, and in good judicial and academic standing, with a minimum, cumulative and term GPA of 2.50. This employee has a probationary academic period of 90 days from being hired. As with any other Student Media position, the copy editor cannot be elected or volunteer for student government positions or serve on the Incidental Fee Committee. The copy editor works from late September through early June for 15 hours per week. This is a paid position.

The copy editor reports to the editor in chief (EIC), and, with supervision from the Student Media Adviser and Student Media Board, is responsible for:

Publication

- Performing all duties as assigned by the EIC
- Attending production nights and fulfilling other work requirements, either in or out of the office
- Line editing the newspaper, adhering to the rules and guidelines of the Associated Press Stylebook
- Maintaining AP and journalistic style in all sections of the newspaper
- Reading and editing all copy; confirming factual information, spelling of names, job titles, etc.
- Ensuring all articles are complete, accurate and professional
- Developing and maintaining a style manual (e.g., consistent quote attribution, consistent reference to the university, such as Western vs. WOU, etc.)
- Writing columns and articles, when necessary
- Assisting and serving the section editors, managing editor and EIC in all matters of editing
- Assisting in design, based on content
- Assisting with social media posts
- Remaining productive and on task during production nights
- Publishing any correction/clarification from any errors by the copy editor. Any corrections/clarifications must be published within two weeks of the original error
- Editing and submitting all content before or on deadlines

Personnel and Training

- Meeting with the EIC on a regular basis to discuss progress and developments happening in the newsroom
- Attending all staff meetings, accepting constructive criticism to improve quality of future issues and offering feedback and addressing errors when necessary
- Training staff on AP style
- Participating in at least one recruitment activity per year (e.g., Premiere Night, Preview Day, tabling)

- Actively recruiting freelancers
- Attending training workshops and seminars, whenever funding allows
- Participating in a 90-day, written and verbal evaluation with the EIC and managing editor
- Providing transitional notes to the copy editor's successor. Examples include: Associated Press common problems; style, punctuation and grammar challenges; journalism websites that can assist the successor and staff in producing and continually improving campus newspaper and other helpful tips. These complement the job description and must be completed by the end of the year.

Professionalism and Journalistic Ethics

- Maintaining basic journalistic standards and enforcing the newsroom code of ethics
- Exhibiting professionalism and tact
- Understanding and complying with copyright, libel, privacy, Media Board and ethics guidelines

Job descriptions subject to change at the discretion of the EIC