

Western Oregon Journal Managing Editor Job Description

The managing editor is a senior member of the Journal's management team. The managing editor helps the editor-in-chief (EIC) in overseeing and coordinating the publication's editorial activities and staffing issues.

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 managing editor cannot be elected or volunteer for student government positions or serve on the Incidental Fee Committee. The managing editor works from late September through early June for 15 hours per week. This is a paid position.

The managing editor reports to the 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
- Supervising coverage, content and design of all printed pages and website
- Reviewing all ad design, text and placement on production nights
- Reviewing paper before publication
- Maintaining the office and production of the Journal in the absence of the EIC
- Managing newspaper archives and records
- Helping relay all information to the staff
- Writing columns and articles, when necessary
- Line editing the newspaper, adhering to the rules and guidelines of the Associated Press Stylebook
- Assisting with social media posts
- Remaining productive and on task during production nights
- Assisting in providing a critique of the newspaper during the weekly staff meeting
- Publishing any correction/clarification from any errors within two weeks of the original error

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

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
- Coordinating and executing at least one recruitment activity per term (e.g., Premiere Night, Preview Day, tabling)
- Actively recruiting freelancers
- Attending training workshops and seminars, whenever funding allows
- Working with the EIC, conducting 90-day, one-on-one written and verbal evaluations with all staff members
- Providing transitional notes to the managing editor's successor. Examples would include tips from what the managing editor has learned at the newspaper and journalism websites that can assist the successor and staff in producing a continually improving campus newspaper. These complement this job description and must be completed by the end of the year

Budget

- Managing and reviewing the Journal budget with the EIC, advertising manager and Student Media Adviser
- Assisting the advertising manager. Managing invoices and receiving payments from businesses and organizations when necessary
- Attending and reporting at IFC meetings only if the EIC cannot attend budget sessions during which the Student Media budget is being presented or deliberated upon. Important budget sessions that the managing editor may be called upon to attend include: IFC internal budget hearings, initial budget presentation meeting and any additional IFC meetings as needed

Student Media Board

- Attending and presenting updates at Student Media Board meetings only if the EIC cannot make these meetings
- Assisting the EIC in preparing reports for the Media Board, such as: a mission statement; financial update; job descriptions and other pertinent reports

***Job descriptions subject to change at the discretion of the EIC.**