

# Managing Editor: Job Description

This is taken from the job description in the TPN office manual, along with some changes that I've made based on my vision -- I've marked my own touches with italics.

1. The Managing Editor will help the Editor in Chief in the day-to-day operations of the newspaper in any way the Editor in Chief deems necessary and appropriate. The Managing Editor will also serve as a general resource person to the staff.
2. The Managing Editor must be an undergraduate student with at least a 2.5 grade point average to take office and must maintain that average through his/her tenure.
3. The Managing Editor will be kept informed of all key issues concerning daily operations and problems that may arise. He/she must also report problems that arise to the Editor in Chief and must meet informally with the EIC daily to discuss operations.
4. The ME must be available on all production nights, except for his/her night off, to float among the sections of the newspaper and to help section editors and staff in any way they may require. This may include writing cutlines, covering breaking news, writing headlines, editing or proofreading copy or assisting with layout and graphics. During production, the ME will help to ensure that the newsroom environment is conducive to work.
5. The ME is entitled to one night off per week and may not choose as his/her night off the same night chosen by the EIC. The ME will receive a monthly salary, established by the newspaper's annual budget, that covers all work done for the newspaper.
6. One night a week, on the EIC's night off, the ME will assume the nightly duties of the EIC and assume responsibility for the content and form of the newspaper.
7. In the absence of a section editor or an assistant section editor, the ME may be required to become the editor of that section for the night if the EIC so orders. He/she will also undertake any task assigned by the EIC on production nights.
8. If requested by a section editor, the ME may help section editors by placing follow up followup calls to reporters who are in the process of writing stories. These calls will encourage the reporter to meet his/her deadline and will offer the writer any advice or support to complete the story.
9. The ME will help the EIC schedule staff meetings and will issue reminders to staff members about meetings that they are required to attend.
10. The ME must attend the nightly meeting to discuss potential topics for the daily unsigned editorial and to vote on the point of view that the Ed. Board will adopt.

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11. Upon the request of the EIC, the ME may represent the newspaper at meetings with student groups, university officials or members of the community. He/she may be asked to attend such meetings where the EIC is the primary representative of the newspaper.
12. *The ME will meet with section editors regularly and communicate the concerns and needs of the section editors to the EIC, while also helping the EIC find solutions to those issues.*

Submit the completed application, along with a resume and a maximum of three writing samples, to [liz.lepro@gmail.com](mailto:liz.lepro@gmail.com). Please include your first, middle and last name as well as your GPA on your resume.

The application is due on **Feb 23**. Please include your availability for an interview before Feb. 28. The interview should only take up to 30 minutes, if none of these slots work for you, please let me know.

You can submit all materials as Word documents or PDF files. Feel free to contact me at 570.229.6805 or the email address above if you have any questions during the application process. Also, I encourage you to talk to the current editors if you have any questions concerning responsibilities associated with the desk or even what the job is like during day-to-day production.

Elizabeth Lepro  
*Editor in Chief-elect*

**Questions:**

1. How do you plan to keep the staff motivated throughout the semester?
2. The Managing Editor this year did not really fulfill the position as it is meant to be (no shots at Harrison — just a different arrangement). I'd like someone who is in constant communication with the editors and is able to act as a liaison. The ME should be the person who's making copy deadlines and making sure that editors are meeting them, staying on top of long-term stories/continuing coverage and pushing editors to tackle harder stories. How will you manage these responsibilities? Be specific.
3. What will you do about an editor who is consistently not meeting deadlines?
4. How will you keep an eye on long-term stories so they don't fall through the cracks?
5. Pitch three concrete ideas for improving the communication between staff and section editors next year.
6. Pitch three goals you'd like to see implemented by the end of the first semester next year overall for the paper.
7. How do you plan to maintain and build on what Harrison has done in his position, i.e. redesign, website stuff, special projects.