



Copy Editor Job Description (2016-2017)

The Copy Editor is a senior member of The Journal's management team and is responsible for editing The Journal's content while adhering to the Associated Press (AP) 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 will report 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
- Line editing the newspaper, adhering to the rules and guidelines of the Associated Press (AP) 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 that includes guidelines such as consistent quote attribution, consistent reference to the university (WOU vs. Western), etc.
- Assisting and serving the Section Editors, Managing Editors, and EIC in all manners of editing
- Assisting in design, based on content, when needed
- Assisting with The Journal's social media presence
- Remaining productive and on-task during production nights
- Publishing any correction/clarification from any errors within two weeks of the original error
- Editing and submitting all content before or by deadlines

Personnel and Training

- Meeting with the EIC on a regular basis to discuss progress and developments happening within the organization
- Attending all staff meetings, accepting constructive criticism to improve quality of future issues, as well as offering feedback and addressing errors when necessary
- Communicating clearly and directly with The Journal staff and Student Media Adviser
- Training staff on AP style and encouraging a culture of constant improvement
- Participating in at least one recruitment activity per year (e.g., Premiere Night, Preview Day, tabling)
- Actively recruiting freelancers for the organization
- Attending training workshops and seminars, whenever funding allows
- Participating in quarterly written and verbal evaluations with the EIC and Managing Editor
- Providing shadowing opportunities and transitional notes for the Copy Editor's successor. These must be completed by the end of the 2016-2017 academic year

Professionalism and Journalistic Ethics

- Maintaining basic journalistic standards and enforcing the newsroom code of ethics, which all staff sign when they are hired
- Exhibiting professionalism and tact both in the newsroom and on campus
- Understanding and complying with copyright, libel, privacy, Student Media Board, and ethics guidelines in relation to The Journal

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