**The Appalachian**

**Managing Editor**

**Job Description**

The Managing Editor of *The Appalachian* is appointed by the Editor-in-Chief of the student newspaper in consultation with the Director of Student Publications. The Managing Editor should have experience in news writing and editing, as well as good organizational skills. This person should also possess the ability to work with people. The Managing Editor is responsible to the Editor in Chief and shall have the following responsibilities:

**Managerial Duties:**

1. **Recruit** and train a News, A&E, Opinion and Sports Editor.

2. **Assist** the News, A&E, Opinion and Sports Editor in recruiting and training a reportorial staff of writers and interns.

3. **Set** deadlines for writers and editors that meet production schedules and arrange staff work schedules to insure timely and efficient editorial content for the student newspaper to facilitate completion of all tasks by 8 p.m. on production days.

4. **Assist** the News, A&E, Opinion and Sports Editor to determine story assignments and oversight of story production for each issue of the student newspaper.

**Day-to-Day Duties:**

1. **Read and Edit** all written content for both print and online.
2. **Assist** the Editor-in-Chief, Visual Managing Editor and Graphics Editor in producing layout dummies for the graphic designers for each issue of the newspaper.
3. **Proof** all written content on pages before it is sent to the printer.

4. **Attend** twice-weekly editorial board meetings.