

The Appalachian Chief Copy Editor job description, 2016-17



The role

The Chief Copy Editor edits the written content for The Appalachian according to grammatical standards and Associated Press Style. The editor is appointed by the Editor-in-Chief in consultation with the Assistant Director for Student Media. The editor is responsible to the Editor-in-Chief and Managing Editor.

Application instructions

Your complete application will include your completed application online, your current resume, and at least two samples of relevant work. Incomplete applications or applications received after the deadline will not be accepted. Application materials must be submitted via email to Carl Blankenship, incoming editor-in-chief, at blankenshipcr@appstate.edu. For more information, contact Allison Bennett Dyche, Assistant Director for Student Media, at dycheab@appstate.edu or 828-262-6252.

Responsibilities of the Desk

1. **Copyedit** all content to be published in print and online for The Appalachian.
2. **Edit** all copy for factual accuracy, completeness and journalistic style, as well as spelling, grammar and organization.
3. **Revise and rewrite** (in consultation with the desk editor and managing editor) stories when necessary to conform to acceptable newspaper standards.

Managerial Duties

1. **Recruit**, train and manage a staff of copy editors to copyedit all content for The Appalachian, and to ensure accuracy and quality of the publication.
2. **Oversee** copyediting staff during production nights.
3. **Rewrite** stories when necessary to conform to acceptable newspaper standards.
4. **Attend** twice weekly editorial board meetings.
5. **Lead** twice weekly desk meetings.
6. **Present** writing and editing training to full staff on a regular basis.
7. **Meet** with the managing editor and/or editor-in-chief to discuss quality of editing and coverage, and any problems related to the copy desk.