

# The Appalachian News Editor job description, 2016-17



## The role

The News Editor manages a staff of reporters and is responsible for providing timely news coverage for publication in The Appalachian. 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](mailto:blankenshipcr@appstate.edu). For more information, contact Allison Bennett Dyche, Assistant Director for Student Media, at [dycheab@appstate.edu](mailto:dycheab@appstate.edu) or 828-262-6252.

## Responsibilities of the Desk

1. **Provide** accurate investigative reporting, and timely hard and soft news coverage, and seek out story ideas from the campus community.
2. **Inform** the campus of significant events of importance to them and the college community.
3. **Compile** a round-up of campus security reports for publication every week.
4. **Follow and report on** community public safety entities, including Boone Police Department, AppalCart, Boone Town Council, etc.
5. **Provide** angles and insights on timely events and issues not appropriate to A&E or sports formats, and prepare stories of interest which will inform readers and arouse reader interest.

## Managerial Duties

1. **Recruit**, train and manage a staff of reporters to provide news coverage pertaining to the campus and local community.
2. **Assign** stories, making sure that assignments are understood, emphasizing any particular angles, information, or any other special treatment that is needed.
3. **Maintain and enforce** deadlines.
4. **Edit** all copy for factual accuracy, completeness and journalistic style, as well as spelling, grammar, and organization.
5. **Rewrite** stories when necessary to conform to acceptable newspaper standards.
6. **Undertake** all assignments for which no reporter is available to cover, including breaking news.
7. **Maintain** a regularly updated list of story ideas for future use.
8. **Attend** twice weekly editorial board meetings.
9. **Lead** twice weekly desk meetings.
10. **Meet** with the managing editor and/or editor-in-chief to discuss story ideas, quality of writing and coverage, and any problems related to the news desk.