**The Appalachian**

**Chief Copy Editor**

**Job Description**

The Chief Copy Editor of *The Appalachian* is appointed by the Editor-in-Chief of the student newspaper in consultation with the Director of Student Publications. The Chief Copy 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 Chief Copy Editor is responsible to the Editor in Chief and shall have the following responsibilities:

**Managerial Duties:**

1. **Set** deadlines for copy 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.
2. **Check** text to ensure it is well written and logically structured
3. **Correct** grammar and spelling
4. **Ensure** the copy is in line with The Appalachian’s and AP Style
5. **Check** facts and raise queries with the editor
6. **Check** illustrations and captions are correct.

**Day-to-Day Duties:**

1. **Conduct** weekly writing/editing staff meetings at a time which does not hinder the production schedule.

2. **Conduct** weekly writing/editing workshops for editorial division staff.

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

4. **Oversee** the copy desk and ensure each staff member is editing their assigned page well and efficiently

5. **Proof** each page before it is sent off to the printer