**The Appalachian**

**News Editor**

**Job Description**

The News Editor manages a staff of reporters and is responsible for providing timely news coverage for publication in *The Appalachian*. The News Editor is appointed by the Editor in Chief in consultation with the Director of Student Publications and the Managing Editor. The News Editor is responsible to the Editor in Chief and Managing Editor, and shall have the following responsibilities:

**Managerial Duties:**

1. **Recruit**, train, and manage a staff of reporters and interns to report events which have significant impact on the University community.

2. **Provide** accurate investigative reports which disclose information to the readers of the newspaper and online newspaper that will better enable them to intellectually participate in the decision-making process of the University.

3. **Inform** the campus of significant national and international events, particularly those which have importance to the life of the academic community.

4. **Accurately** inform the University community of services available through the University.

**Day-to-Day Duties:**

1. **Assign** stories, making sure that assignments are understood, emphasizing any particular angles, information, or any other special treatment that is needed.

2. **Maintain** and enforce deadlines.

3. **Edit** all copy for factual accuracy, completeness, and journalistic style, as well as spelling, grammar, and organization.

4. **Rewrite** stories when necessary to conform to acceptable newspaper standards.

5. **Attend** twice weekly staff meetings, twice weekly writers meetings, and twice weekly editorial board meetings.

6. **Meet** regularly with the Editor in Chief and the Associate Editor for Editorial Content to discuss story ideas, quality of writing and coverage, and any problems related to the news department..

7. **Undertake** all assignments for which no reporter is available for assignment.