**The Appalachian**

**Sports Editor**

**Job Description**

The Sports Editor manages a staff of reporters and is responsible for providing timely sports coverage for publication in *The Appalachian*. The Sports Editor is appointed by the Editor in Chief in consultation with the Director of Student Publications and the Managing Editor. The Sports 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 sports events which have significant impact on the University community.

2. **Provide** analysis of games or decisions affecting athletics in general which would be of interest to the University community.

3. **Provide** feature stories of interest concerning athletic personalities

4. **Keep** the campus community informed of any developments in national or international sports which greatly affect or greatly interest the university community.

**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 Managing Editor 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.

8. Compile stats and information for the Game Day editions of the sports section.