**The Appalachian**

**Opinion Editor**

**Job Description**

The Opinion Editor manages a staff of opinion writers, bloggers and an editorial cartoonist and is responsible for providing timely and interesting opinion material for publication in *The Appalachian*. The Opinion Editor is appointed by the Editor in Chief in consultation with the Director of Student Publications and the Managing Editor. Candidates for the position must have a 2.5 grade point average at the time of application and maintain a 2.25 grade point average during the term of appointment; have at least two years experience of work on a college publication with one year of reporting or editing experience, or suitable experience working with off-campus publications. The Opinion 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 writers, bloggers and a cartoonist to cover ideas and events that have significant impact on the university community.

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

3. **Accurately** display a range of opinions and voices for the university and student body in the opinion section.

**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.