

**Revised December 2017**

## **Section Editor Job Description**

**Start Date:** January 2018  
**End Date:** Immediately following the last issue  
(Last issue typically the second week of April)  
**Pay:** \$10.85/hour x 10 hours/week when paper is in production.  
**Hours:** 10-15 hours per issue. This includes (but is not limited to) office hours, layout meeting, and meeting quality and quantity contribution requirements.

\*\*\* All staff members are expected to be available for “after hours” work on deadline nights as warranted.

### **Responsibilities:**

- Responsible for ensuring a minimum of 4,000 words of content (or equivalent space in photos) per issue. No more than 25% of contributed content may come from CUP or external approved sources.
- All paid positions related to content are required to sign and abide by the Journal Team Charter, which outlines the expectations of each member, the processes for the production of the paper, the process for vetting content in order for it to qualify for publication.
- Assigning and editing assigned sections.
- Being present during lay out of the assigned section for each issue it is in.
- Developing story ideas on their own and with staff members.
- Typing in all hand written materials, letters, and opinion pieces.
- Ensuring along with the Editor-in-Chief that all materials are in the correct format for layout.
- Attendance at all editors’ meetings/staff meetings.
- Recruiting new writers
- Maintaining a clean and organized workspace.
- Must be present at all layout meetings to ensure quality of content
- Must be available for a minimum of 3 office hours/week (not including layout hours)

### **Qualifications/Required Training:**

- Must be an active, registered student of Saint Mary’s University at all times throughout the publication schedule (January-April)
- Must be available to attend a training session prior to the first issue
- Basic desktop publishing
- Microsoft Office