

## ***Collegian Opinion Editor***

**Description:** The Opinion Director is a leader and student manager responsible for overseeing and directing the operations of the *Collegian* Opinion desk. This person maintains a presence in the newsroom, and is actively engaged in the production of content and dedicated to the overall quality of the *Collegian's* digital and print products. The position requires a commitment of 15-20 hours per week of work-related duties.

### **An ideal candidate has the following qualities:**

- Possesses a strong understanding of the role of an opinion section in a news-media organization.
- Possesses a strong grasp on micro- and macro- editing; preference to candidates who have previously taken copy editing, but not required.
- Thinks ahead and plans for success of the section.
- Strong communication skills and an ability to make decisions under pressure.
- Effectively balances time commitments outside of work.
- Responsive to newsworthy events and prioritizes timeliness as it applies to the opinion section.
- Has a basic understanding of Adobe InDesign and design principles.
- Has a strong understanding of journalist ethics and its application to opinion content.
- Is objective and open to receiving new ideas in a constructive manner.
- Prioritizes teamwork to maintain an inclusive and professional culture.
- Responds quickly to feedback and criticism, and adjusts for the success of the team.

### **Main Responsibilities:**

- Holds weekly planning meetings for the desk.
- Keeps columnists accountable for content production through the implemented feedback system as well as through direct communication.
- Attends daily budget meetings in order to communicate effectively with the Editorial Board.
- Plans an appropriate amount of content and takes responsibility for the desk.
- Plans for multimedia coverage and packages, and communicates with the appropriate people in order to establish a strong digital presence.
- Completes payroll for the staff in a timely and accurate manner.
- Communicates frequently with managing editors about problems that may disrupt production.
- Edits one-on-one with columnists or provides feedback remotely on Camayak or by phone.
- Encourages and nurtures new columnists and coaches skills.
- Responds quickly to corrections and reader criticism to ensure strong relationships across the University and within the city.

### **Opinion-Specific Responsibilities:**

- Plans content with and in response to the news section.
- Determines which letters to the editor will be printed, and micro-edits them to conform to standards.
- Pitches ideas for editorials and drafts these pieces with the Editor-in-Chief.
- Educates readers and staff on the difference between news, columns, editorials and letters to the editor.
- Professionally communicates with readers who submit letters to the editor.
- Possesses a basic understanding of press-specific Colorado law and how it relates to opinions published by a news media corporation.
- Communicates with the design team in order to create effective visual content to accompany columns.

**Compensation:** the Editor-in-Chief and the CEO of Rocky Mountain Student Media Corporation will negotiate compensation with the Opinion Editor. Compensation will be hourly and paid through University merit work-study.

**To apply:** Submit a resume, and cover letter and three relevant clips to [edouglas@collegian.com](mailto:edouglas@collegian.com) with the subject line: "*Collegian 2017-2018 Application: Opinion Editor*" by 11:59 p.m. on Monday, April 10, 2017. Interviews will be scheduled and held by the Editor-in-Chief between April 10 and April 14. Be prepared to answer questions regarding the attributes and responsibilities listed above.