

Collegian News Editor

Description: The News Editor is a leader and student manager responsible for overseeing content production on the News desk. This person is actively engaged in the production of content and dedicated to the overall quality of the desk. The position requires a commitment of 15-20 hours per week of work-related duties.

An ideal candidate for this position has the following traits and qualities:

- Possesses a strong grasp on micro- and macro- editing.
- Thinks ahead and plans for success.
- Understands the importance of working outside of business hours to respond to newsworthy events.
- Possesses strong communication skills and an ability to make decisions under pressure.
- Effectively balances time commitments outside of work.
- Responds to newsworthy events and prioritizes timeliness.
- Possesses a strong understanding of journalist ethics.
- Prioritizes teamwork to maintain an inclusive and professional culture on the desk.

Main Responsibilities:

- Helps to run weekly planning meetings for the desk.
- Helps to manage fine details of content production.
- Keeps reporters accountable for content production in collaboration with the desk director through the implemented feedback system and through direct communication.
- Helps to plan an appropriate amount of content for the week.
- Plans for multimedia coverage and packages, and communicates with the appropriate people to set reporters up for success in order to accomplish a strong digital presence.
- Frequently attends daily budget meetings in order to communicate with the Editorial Board.
- Communicates frequently with managing editors about problems that could disrupt production.
- Edits one-on-one with reporters or provides feedback remotely on Camayak or by phone.

News Specific Responsibilities:

- Helps to professionally communicate with prominent members of the University and the City in order to build trust within the community.
- Helps to coach basic news reporting skills in reporters.
- Writes frequently for the desk, and helps with or reports on breaking news.
- Communicates with social media teams in order to push breaking news.
- Works with the news director and assistant news editor to provide resources necessary for investigative reporting to occur.

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

To apply: Submit a resume, cover letter and three relevant clips to edouglas@collegian.com with the subject line: “*Collegian 2017-2018 Application: News 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.