

Copy Editor

Job Summary

The Copy Editor will be in charge of the print publication for The Dagligtale newspaper, assisting the Editor-in-Chief with hiring and staff training, and adhering to the annual budget. The Copy Editor must promote fair and accurate reporting, ensure that the newspaper follows the Code of Ethics of Journalism, and stay up-to-date with current events and news that impacts students.

Duties and Responsibilities

Specifically, the Copy Editor will be responsible for:

- Having strong writing and editing skills
- Ensuring writers submit assignments
- The format and layout the paper
- Submitting paper to external printer
- Ensuring content of The Dagligtale meets the ASA Offensive Content Guidelines

The Copy Editor will:

- Complete training in Adobe Creative Suite, grammar, AP style, marketing, management, and leadership
- Coordinate and run the annual readership survey
- Be part of the recruitment and hiring campaign for Dagligtale staff
- Assist with training of the writing and photography staff
- Attend all staff meetings and office hours
- Provide a submission for every issue published
- Do copy editing and proofing for each publication, with assistance from the EIC when needed
- Ensure timely delivery of the newspaper around campus and in the Camrose community
- Work on general promotion of the newspaper throughout the year, in conjunction with the EIC and Website Editor
- By April 30th, transition and train the new Copy Editor

Qualifications

The Copy Editor will demonstrate the following:

- Experience with writing and proofreading
- Ability to work with minimal supervision
- Conscientious work habits
- Must be a current Augustana Campus student

Hours and compensation

The Copy Editor will work a minimum of 5 hours per week, hours will vary around publication deadlines. The Copy Editor will receive a bursary of \$100.00 per month for 8 months of the school year.