

## **Editor-in-Chief**

### **Job Summary**

The Editor-in-Chief will be in charge of the overall management of The Dagligtale newspaper, hiring and managing staff, and budgeting and tracking the organization's finances. The Editor-in-Chief must promote fair and accurate reporting, ensure that the newspaper adheres to the Code of Ethics of Journalism, and stay up-to-date with current events and news that impacts students.

### **Duties and Responsibilities**

Specifically, the Editor-in-Chief will be responsible for:

- Ensuring the newspaper's budget is balanced
- Having strong writing and editing skills
- Setting the publication schedule for the year, with feedback from the other Editors
- Maintaining a positive relationship with stakeholders, both internal and external to campus
- Providing periodical updates to the ASA regarding the Dagligtale's operations
- Applying for grants and doing research on other annual funding sources
- Ensuring the content of the Dagligtale meets the ASA offensive content guidelines

The Editor-in-Chief will:

- Complete training in Adobe Creative Suite, grammar, AP style, marketing, management, and leadership
- Be part of the recruitment and hiring campaign for Dagligtale staff
- Will train and manage writing and photography staff
- Set up staff meetings and office hours, attending them consistently
- Provide a submission for every issue published
- Work on general promotion of the newspaper throughout the year, in conjunction with the Managing Editors
- Assist with copy editing when necessary and required
- By April 30<sup>th</sup>, transition and train the new Editor-in-Chief and orientate the new Newspaper and Online Editors

### **Qualifications**

The Editor-in-Chief 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 Editor-in-Chief will work a minimum of 5 hours per week, hours will vary around publication deadlines. The EIC will receive a bursary of \$200 per month for 8 months of the school year.