

Website Editor

Job Summary

The Website Editor will be in charge of the online publication of The Dagligtale newspaper, assisting the Editor-in-Chief with hiring and staff training, and adhering to the annual budget. The Website 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 Website Editor will be responsible for:

- Having strong writing and editing skills
- Maintaining current content on the website
- Publishing additional content to the website
- Working with advertising staff in promotion of any online advertising
- Ensuring content of The Dagligtale meets the ASA Offensive Content Guidelines

The Website Editor will:

- Complete training in Adobe Creative Suite, grammar, AP style, marketing, management, and leadership
- Provide online information for 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
- Work on general promotion of the newspaper throughout the year, in conjunction with the EIC and Copy Editor
- By April 30th, transition and train the new Website Editor

Qualifications

The Website Editor will demonstrate the following:

- Experience managing and updating websites
- 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 Website Editor will work a minimum of 5 hours per week, hours will vary around publication deadlines. The Website Editor will receive a bursary of \$75.00 per month for 8 months of the school year.