

The Eagle News Senior Copy Editor Application

Submit your application by emailing it to editorinchief@eaglenews.org with an updated resume.

Job Description:

I understand that among my duties in this position, I am responsible to do the following:

On Staff:

- Must attend all staff meetings and editor's meetings while contributing to a safe, fun and productive environment in the newsroom.
- Checks email at least three times a day – morning, afternoon and evening. It is strongly suggested that your email is on your phone.
- The Senior Copy Editor will complete other duties as requested by the Editor-in-Chief and Managing Editor.
- The Senior Copy Editor is responsible for leading and training the copy desk staff, ensuring that their staff is editing in a way that generates articles that are accurate, free of libel or violation of the privacy act, ensuring that these articles adhere to the guidelines set down in "The Associated Press Stylebook and Libel Manual and the Eagle News Style Guide."

Online:

- The Senior Copy Editor must ensure that content that is being posted daily and is of the highest quality and lacks errors. Content must be reviewed and approved by the copy desk staff.
- Must ensure that online-only content and breaking news is edited and returned to the media editor in a timely manner that will still be relevant on eaglenews.org

Social Media:

- As an ambassador to Eagle News, the Senior Copy Editor will ensure that their own social media accounts are kept professional if not on private.

Print:

- The Senior Copy Editor will lead and oversee the copy desk on production nights, while also ensuring that content is being edited in a timely manner by the copy staff.
- At the end of production night, the Senior Copy Editor must read through every page to make sure there are no errors. This includes but not limited to headlines, captions and infographics.

I agree to meet these responsibilities at all times and to perform these duties to the best of my abilities. I also understand that to qualify for this position, I must maintain a 2.25 GPA per semester and overall. I understand that if all duties are not performed satisfactorily, the editor-in-chief and reserves the right to deny payment.

Signature

Date

Application questions:

Please answer the questions below. Along with your answers, please submit a copy of your resume.

Did you pass the grammar exam? If so, on what try and what did you score?

What experience can you bring to the Senior Copy Editor position and the Eagle News staff?

What deviates a good article from a bad one?

What are some changes you'd like to bring to the Eagle News copy editing process?

How do you plan to build and retain a quality, reliable copy desk staff?