

Assistant Editor Position Description

Brief Overview

Assistant editors are responsible for learning the editing process and using that knowledge to help head editors edit section articles and oversee their section. Assistant editors should also help brainstorm section articles, provide feedback to staff writers, and co-report with new writers and help guide them through the basics of the reporting process.

Qualifications

- Has written for one semester consistently
- Has come into production regularly, or met with editors outside of production to discuss edits
- Has demonstrated strong writing skills and journalistic instincts.
- Enthusiasm for The Argus and student journalism!

Responsibilities

- Attend at least one production per week, as well as Sunday all-staff meetings (exceptions can be made for sports, theater and other extenuating circumstances)
- Contribute articles on a very consistent basis.
- Learn from head editors how to edit articles, how to use WordPress
- Communicate regularly with head editors about section articles, staff writers, and new writers
- Co-report with new writers and guide them through the process of writing an article
- Become familiar with staff writers in your section and help head editors provide feedback for both individual articles and mid-semester check-ins