

# Head Editor Position Description

## Brief Overview

Head Editors are critical to The Argus, as they are responsible for leading their sections and overseeing all of their sections' content. Head Editors are expected to mentor and teach Assistant Editors and staff writers, and support them throughout the writing process. Ultimately, Head Editors should be dedicated and have a strong commitment to improving their section and The Argus.

## Qualifications

- At least one semester as an Assistant Editor (this could be waived if you are the most qualified person to serve as head editor of your section)
- Has demonstrated strong leadership skills, and an ability to successfully collaborate with fellow editors and writers. Strong listening and mentorship skills.
- Is dedicated to building the mission/vision of their section in a meaningful way, concerning its role both within the paper and on campus at large.
- Enthusiasm for The Argus and a passion for student journalism!

## Responsibilities

- Attend production on both Monday and Thursday, as well as Sunday all-staff meetings and Wednesday editorial meetings (exceptions can be made for sports, theater and other extenuating circumstances)
- Ensure that your section meets its twice-weekly article quota.
- Provide feedback to staff writers and Assistant Editors through mid-semester check-ins (and more regularly as needed)
- Communicate regularly with Editors-in-Chief, the Managing Editor and other sections
- Acting as a resource to writers, assistant editors and other head editors throughout the writing process e.g. offering help with transcriptions, interviews, brainstorming. This includes responding and effectively communicating to texts and emails regarding the paper and its needs.
- Manages the sections' mentorship responsibilities, as well as equally dividing mentorship responsibilities among other editors in the section
  - Encourages writers to come to production to edit with head editors and assistant editors, debrief edits with new writers, inform writers if their articles are going to be pushed or significantly changed

- Mentor Assistant Editors through editorial, ethical, and managerial decisions so they are prepared to potentially take over the section in following semesters