

# GENERAL ASSIGNMENT EDITOR

## APPLICATION AND APPOINTMENT

Applications for the position of general assignment editor can be submitted any time between March 1 and April 15 to the student media coordinator. Applications are evaluated and ranked by the executive editor and student media coordinator. Appointments are announced on May 1.

## QUALIFICATIONS

- A. Must be a full-time student with a cumulative grade point average of at least 2.5 unless waived by the student media coordinator.
- B. Must be enrolled for a minimum of nine hours.
- C. Must possess good citizenship and have a commitment as well as a healthy respect for upholding university policy regarding student media, which protects a free and responsible press.
- D. Must have worked as a staff correspondent for at least one semester.
- E. Must be thoroughly familiar with the university, its personnel and facilities.

## TERM

The general assignment editor will serve from May 1 to April 30 of the following year. If he/she is interested in serving another term, he/she must reapply.

## RESPONSIBILITIES

The **general assignment editor** is charged with making general assignments to each section editor on a weekly basis.

### **The general assignment editor will:**

- A. Coordinate beat coverage between editors, staff writers, correspondents, stringers and contributing writers.
- B. Structure a "beat" system for covering campus and the local area, then assigning reporters and stringers to each beat.
- C. Ensure that all necessary stories and photos are assigned prior to established deadlines.
- D. Observe all publication deadlines.
- E. Post in a conspicuous place in the newsroom a permanent "Beat Sheet". The beat sheet shall be clearly labeled as such and shall state the names of each beat.
- F. Complete and post a weekly assignment sheet for reporters and editors to view each week. The weekly assignment sheet shall be clearly labeled as such and shall be posted no later than six days before publication date.
- G. Maintain a university calendar of upcoming events.
- H. Maintain a student organizational calendar of upcoming events.
- I. Maintain a file of past events that need follow-up.
- J. Serve on the editorial board and attend weekly meetings
- K. Explain each respective assignment to the section editors in detail so that the information can be conveyed to the reporter assigned the story.
- L. Collaborate with the staff researcher for any background information needed for a story and ensure the information is passed on to the appropriate respective section editor.
- M. Accept responsibility for any other duties as assigned by the managing editor.