

SPECIAL ASSIGNMENT EDITOR

APPLICATION AND APPOINTMENT

Applications for the position of special 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 and be of sophomore standing or higher.
- 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 reporter/writer for at least one year.

TERM

The special 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 **special assignment editor** is tasked with the responsibility of editing special assignments as assigned by the executive editor and leading a specialized team of investigative reporters.

The special assignment editor will:

- A. Serve on the editorial board and attend all board meetings.
- B. Observe all publication deadlines.
- C. Direct a team of investigative reporters and submit a budget sheet each week.
- D. Assign the investigative reporters to cover special news events.
- E. Request photographs for all special assignments.
- F. Complete special assignment sheets each week and forward copies to the managing editor and executive editor.
- G. Meet with the executive editor on a weekly basis updating him/her on specific stories that are about to be released for publication.
- H. Edit all stories originating from investigative reporters and forward those stories to the respective copy editor.
- I. Submit disciplinary actions, as necessary, for investigative reporters.
- J. Evaluate all investigative reporters at the end of each semester.
- K. Recommend to the managing editor the hiring and firing of all investigative reporters/writers.
- L. Be available for final page editing each week to ensure that bylines, headlines, decks and articles are printed accurately.
- M. Accept responsibility for any other duties as assigned by the managing editor.