

SPECIAL SECTIONS EDITOR

APPLICATION AND APPOINTMENT

Applications for the position of special sections 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 semester.

TERM

The special sections 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 sections editor** is tasked with the responsibility of creating and developing special issues and special sections such as Founder's Day, Homecoming, Spirit Week, Welcome Back, Football, Magic City Classic and Graduation.

The special sections editor will:

- A. Serve on the editorial board and attend all meetings.
- B. Meet with the executive editor at the beginning of the publications year and decide what date the special editions and special sections will run for the entire year.
- C. Direct a team of special sections reporters/writers and evaluate each of them by semester.
- D. Edit all stories written for special sections, special issues or special editions.
- E. Review other collegiate newspapers for ideas for special sections and editions.
- F. Ensure that all special coverage reflects the traditional news values and demands relevance, heart, interactivity, diversity and a special attention to accuracy.
- G. Make request for all photographs for special sections and special editions.
- H. Explain each respective assignment to the reporters/writers in detail.
- I. Collaborate with the staff researcher for any background information needed for stories.
- J. Be available for final page editing each week to ensure that bylines, headlines, decks, and articles are printed accurately.
- K. Submit a weekly budget sheet to the managing editor.
- L. Submit disciplinary actions, as necessary, for special section reporters/writers.
- M. Recommend to the managing editor the hiring and firing of all special sections reporters/writers.
- N. Accept responsibility for any other duties as assigned by the managing editor.