

Assistant News Editor

Job Descriptions | Daily Athenaeum | 2020-21

The news section is responsible for leading the Daily Athenaeum's coverage of campus and community news.

The assistant news editor will work with the news editor to lead the news section. Job duties include, but are not limited to:

- Leading the news staff. Building, retaining, training and directing a staff of reporters.
 - Submitting interesting and accurate content throughout the week for online publication.
 - Coming to production meetings prepared with content for the print edition.
 - Developing and keeping a working relationship with WVU and Morgantown city staff.
 - Being innovative and comfortable leading change.
 - Collaborating with staff members in other areas of the Daily Athenaeum.
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The ideal candidate will have:

- Knowledge of AP Style
- Confidence in leading a team
- Ability to strategically plan content, both short-term and long-term
- Passion for social media and digital trends
- Eye for design and editing
- Understanding of journalistic ethics and media law

Other Requirements:

- The assistant news editor will report directly to the news editor. The news editor will report directly to the editor-in-chief.
- The news editors will develop goals with the editor-in-chief at the beginning of each semester to develop a content direction and allow for work evaluations.
- **Applicants must:**
 - Be a full-time, fees-paying student at West Virginia University who will commit to serving the full 2020-21 academic year
 - Be able to attend orientation beginning on Sunday, August 16
 - Be able to attend publication days (Sunday approx. Noon to 7 p.m.; Wednesday approx. 4:30 p.m. to midnight. Subject to change with prior notice.)
 - Be able to attend a planning meeting at the beginning of each month (schedule to be determined)
 - Be able to work an approx. three hour shift in the newsroom during the week where it is expected they will contribute at least one article (will be compensated; schedule to be determined)

- Maintain a 2.5 minimum grade point average, consistent with all paid positions at the Daily Athenaeum