

News Editor

a. Editorial

Responsibilities:

- remaining abreast of news on campus and notifying the Editor-in-Chief of events and issues when appropriate
- gathering and generating story ideas by discussing the issues facing students and the University, and scanning other publications on-line and those sent by post for story ideas
- assigning all news, news features, and news commentary articles
- writing news articles on a regular basis, though ensuring volunteer submissions provide the bulk of the section
- ensuring that all deadlines are met and followed up with contributors to help them with their research
- assigning photos and graphics for stories
- ensuring that news coverage is broad and does not simply focus on the USSU or a couple of the colleges
- facilitating weekly section meetings
- preparing a detailed list of assigned stories, photos and graphics prepared for the weekly editorial meeting
- conducting a first edit on all stories for the section
- conducting three rounds of careful updates to the story file following copy editing
- drafting photo captions and headlines/subheadlines for the section

b. General

Responsibilities:

- participating in weekly Editorial Staff meetings

- assisting Editor-in-Chief, with fundraising, event planning and other events for the promotion of the Sheaf, in co-operation with the Outreach Director.
- maintaining an office presence
- attending weekly University Students' Council meetings and monthly University Council meetings, when necessary
- continually training by reading newspapers, other student newspapers, magazines and online publications, and attending workshops and conferences
- upholding the reputation of the Sheaf while carrying out all activities

c. Recruitment and Training:

- meeting with news writers as often as necessary to ensure that their skills are improving
- ensuring that news writing guides are available
- maintain a list of volunteer news writers and their interests
- recruiting volunteers to assist with the publication of the newspaper
- helping to train the following year's News Editor in April