

## **Sports & Health Editor**

### **A. Editorial Responsibilities:**

- gathering and generating story ideas relevant to students and the University, ensuring the sports and health coverage is broad, remaining abreast of sports and health news on campus and notifying the Editor-in-Chief of events and issues when appropriate
- assigning all sports and health articles and features, including coming prepared with a detailed list of the sports and health section at weekly editorial meetings
- assigning photos and graphics for stories
- ensuring that all deadlines are met by volunteers and helping them with the writing process
- writing sports and health articles on a regular basis, though ensuring volunteer submissions provide the bulk of the section
- 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 the Editor-in-Chief and Communications Director with fundraising, event planning and other events for the promotion of the Sheaf as needed
- maintaining an office presence
- upholding the reputation of the Sheaf while carrying out all activities

### **C. Recruitment and Training:**

- meeting with sports and health writers as often as necessary to ensure that their skills are improving
- ensuring that sports and health writing guides are available
- facilitating weekly section meetings
- recruiting volunteers to assist with the publication of the newspaper
- helping to train the following year's Sports and Health Editor in April

Salary Range: \$9,000 - \$9,500