

Job Descriptions

Editor-in-Chief

- Oversees the entire operation of the paper including publication, business and community relations
- With the managing editor, coordinates efforts to improve the quality of newspaper
- Coordinates production schedule and ensures that print deadlines are met
- Edits all content and layout
- Critiques each edition of the paper
- Recruits new staff
- Oversees the work of all staff
- Develops both short- and long-term plans
- Provides writers with the necessary assistance (suggested sources, angles, etc.) to the stories assigned
- Assigns, edits and lays out stories for the news section
- Gathers information on upcoming events, activities, etc. for "News Briefs"
- Writes stories that cannot be covered by writers
- Responsible for covering late-breaking news items
- Maintains log of story and photo ideas and an evergreen file
- Serves as a backup to the managing editor for payroll and other business duties. Fulfills duties of other senior staff when needed

Managing Editor / Opinions Page Editor

- Serves as alternate/back-up for editor-in-chief and section editors
- With the editor-in-chief, coordinates efforts to improve the quality of newspaper
- Maintains/updates *Rambler* stylebook, policies and staff database
- Assigns, edits and lays out stories for the opinions page, including Campus Comments
- Provides writers with the necessary assistance (suggested sources, angles, etc.) to the stories assigned
- Maintains agreements/obligations pertaining to Uwire
- Produces and maintains the bi-weekly payroll
- Ensures newspaper production remains within budget
- Keeps running totals in all accounts
- Serves as backup to the advertising manager
- Responsible for delivering papers on time as assigned

Advertising Manager

- Oversees advertising sales staff
- Responsible for selling ads and meeting sales goals
- Responsible for billing (i.e. tearsheets, invoices, etc.), collection and deposit of revenue.

- Responsible for keeping an accurate log of advertisers and payment status
- Responsible for delivering papers on time as assigned

Photo Editor

- Responsible for overall photographic quality and content of newspaper
- Coordinates photography assignments with staff photographers
- Takes photo assignments that cannot be covered by photographers
- Responsible for editing and organizing photos
- Generates photo content ideas
- Responsible for outline information (correct names and spellings, identification and basic information related to the subject/event like who, what, why when and where)
- Makes sure there is a current stock of mug shots for all staff members
- Coordinates with university officials to obtain photographs not taken by The Rambler or to obtain access to events
- Fulfills necessary duties for access to Uwire photo swap
- Responsible for camera and other photographic equipment
- Responsible for delivering papers on time as assigned

Web Editor

- Manages the Web site for The Rambler
- Uploads weekly editions of The Rambler on time
- Updates staff information, photos, etc. in a timely manner
- Uploads documents (staff manuals, etc.) as needed to stay current
- Develops the Web site with the goal of improving the site dramatically (i.e. interactive site, advertisements, Web-only content, etc.)
- Changes the site design as needed or requested
- Responsible for delivering papers on time as assigned

Campus Life Editor

- Assigns, edits and lays out stories for the campus life section
- Provides writers with the necessary assistance (suggested sources, angles, etc.) to the stories assigned
- Writes stories that cannot be covered by writers
- Maintains log of story and photo ideas and an evergreen file
- Prepares weekly calendar for on-campus and off-campus events
- Responsible for assigning stories, editing stories and laying out content for the religious life section
- Responsible for delivering papers on time as assigned

Sports Editor

- Assigns, edits and lays out stories for the sports section

2007

- Provides writers with the necessary assistance (suggested sources, angles, etc.) to the stories assigned
- Writes stories that cannot be covered by writers
- Maintains log of story and photo ideas and an evergreen file
- Conscientiously maintains sports schedule to keep the news current
- Responsible for delivering papers on time as assigned

Entertainment Editor

- Assigns, edits and lays out stories for the campus life section
- Provides writers with the necessary assistance (suggested sources, angles, etc.) to the stories assigned
- Writes stories that cannot be covered by writers
- Maintains log of story and photo ideas and an evergreen file
- Conscientiously maintains fine arts event schedule to keep the news current
- Responsible for delivering papers on time as assigned

Staff Writer

- Accepts writing assignments each week and meets weekly deadlines
- Generates story ideas
- Conducts interviews and research to ensure balanced, complete and accurate stories
- Makes revisions to edited stories

Staff Photographer

- Takes photos as assigned by photo editor
- Responsible for names of all people pictured in photos
- Writes cutlines for all photos

Senior Staff Pay Scale

Editor-in-Chief: \$160 per week

Managing Editor: \$140 per week

Business/Ad Manager: \$50 per week plus 20 percent commission on ads he/she sells and 5 percent commission on ads sold by others

Section editors: \$60 per week

Web editor: \$50 per week

Photo Editor: \$50 per week plus photos (\$7; \$4 mugs. Initial publication only)