

Dagligtale Managing Editor

Job Summary

The Managing Editor will be in charge of the online publication of The Dagligtale newspaper, assisting the Editor-in-Chief with hiring and staff training, and adhering to the annual budget. The Managing Editor must promote fair and accurate reporting, ensure that the newspaper follows the Code of Ethics of Journalism, and stay up-to-date with current events and news that impacts students.

Duties and Responsibilities

Specifically, the Managing Editor will be responsible for:

- Having strong writing and editing skills
- Publishing and maintaining content on the website and social media channels
- Work with the Editor-in-Chief to ensure that staff submit assignments on time
- Working with advertising staff in promotion of any online advertising
- Ensuring content of The Dagligtale meets the ASA Offensive Content Guidelines

The Managing Editor will:

- Complete any training, grammar, AP style, marketing, management, and leadership
- Coordinate and run the annual readership survey
- Be part of the recruitment and hiring campaign for Dagligtale staff
- Assist with training of the writing and photography staff
- Attend all staff meetings
- Provide regular story and content submissions
- Do copy editing and proofing for all submissions
- Work on general promotion of the newspaper throughout the year, in conjunction with the EIC
- Meet with the Editor-in-Chief on a weekly basis
- Post office hours on the door to be available to staff and the student body
- By April 30th, transition and train the new Managing Editor

Website and social media specific minimum requirements:

- Morning post to social media on the day that new content is published
- Featured posts – one or two per publications; feature an article or provide a teaser to encourage readers to go to the website
- Do giveaways one to two times per month
- Follow Augustana students so the Dag Instagram can get more followers
- Do a “Meet the writers/staff” post once per week
- Create a website design to engage readers
- Tag ASA Instagram on all posts so they can be shared the ASA page

Qualifications

The Managing Editor will demonstrate the following:

- Experience maintaining and updating websites and other social media channels
- Experience with writing and proofreading
- Ability to work with minimal supervision
- Conscientious work habits
- Is a current Augustana Campus student and will be for the duration of the contract

Hours and compensation

The Managing Editor will work a minimum of 5 hours per week, hours will vary around publication deadlines. The Managing Editor will receive a bursary of \$150.00 per month for 8 months of the school year (September – April).