

Dagligtale Editor-in-Chief

Job Summary

The Editor-in-Chief will be in charge of the overall management of The Dagligtale newspaper, hiring and managing staff, and budgeting and tracking the organization's finances. The Editor-in-Chief must promote fair and accurate reporting, ensure that the newspaper adheres to the Code of Ethics of Journalism, and stay up-to-date with current events and news that impacts students.

Duties and Responsibilities

Specifically, the Editor-in-Chief will be responsible for:

- Ensuring the newspaper's budget is balanced
- Having strong writing and editing skills
- Setting the publication schedule for the year, with feedback from the Managing Editor
- Maintaining a positive relationship with stakeholders, both internal and external to campus
- Providing periodical updates to the ASA regarding the Dagligtale's operations
- Applying for grants and doing research on other annual funding sources
- Ensuring the content of the Dagligtale meets the ASA offensive content guidelines
- Seek and coordinate advertising for the website

The Editor-in-Chief will:

- Complete any training, grammar, AP style, marketing, management, and leadership
- Be part of the recruitment and hiring campaign for Dagligtale staff
- Train and manage writing and photography staff
- Design a publication schedule for the year
- In consultation with the Managing Editor and other staff, assign news articles
- Set up regular staff meetings
- Provide regular story and content submissions
- Work on general promotion of the newspaper throughout the year, in conjunction with the Managing Editor
- Assist with copy editing when necessary
- Meet with the Managing Editor on a weekly basis
- Post office hours on the door and attend them consistently to be available to staff and the student body
- By April 30th, transition and train the new Editor-in-Chief and orientate the new Managing Editor

Qualifications

The Editor-in-Chief will demonstrate the following:

- Experience with writing and proofreading
- Knowledge of updating and maintaining a website

- 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 Editor-in-Chief will work a minimum of 5 hours per week, hours will vary around publication deadlines. The EIC will receive a bursary of \$200 per month for 8 months of the school year.