

Managing Editor

The managing editor will work with the two section editors to compile weekly budgets for online, edit each story, attend weekly editorial staff meetings and work with the Digital Managing Editor to post stories to the website and social media. They will coordinate with section editors to come up with the best possible headlines and SEOs for each story, as well as ensuring that the accompanying art is suitable and clickable. They will work with the editor-in-chief to edit stories for publication in print and online.

Opinion Editor

The opinion editor will assign stories for print content and online content during weekly meetings with their writers, even during print weeks. They will work closely with the news editor to be sure they are covering campus-related issues that are also being covered by the news team, especially for print issues. They will be required to write an opinion article for each print issue.

Section Editors (2)

The section editors will meet weekly with reporters for pitch meetings and will edit each story for print or online publication. They will work with their respective assistant news editor to ensure that reporters are getting their work done in a timely and appropriate manner. The section editors will be expected to be knowledgeable about current events, especially those related to local and campus news. They will give in-depth edits to reporters for each story and will be readily available to edit breaking news. The section editors will work closely with the photo and graphics editors to ensure the best art possible for each story.

Assistant Editors (3)

The assistant news editor will attend their respective section editor's weekly pitch meetings and will edit every story for print or online publication. They will work closely with reporters to help with sourcing, style and content. The assistant news editor will be responsible for working with the digital managing editor and managing editor to compile the best SEOs and headlines possible for each story. They will also be responsible for covering any breaking news that the news editor dictates they cover. Their focus in editing reporters' stories will be on AP Style and fact-checking.

Photo Editor

The photo editor will meet weekly with section editors and photographers to ensure that each story for online or print publication has an appropriate photo, graph or graphic to go with it. They will edit photos for print and online and will work with the online editor to get the best possible art for Instagram. The photo editor will be responsible for assigning breaking news photos. If photos are late or missing, the responsibility will fall on the photo editor to take them.

Graphics Editor

The graphics editor will meet weekly with section editors and designers to ensure that each story for online or print publication has an appropriate graph, if necessary. They will edit graphs for print and online and will work with the online editor to get the best possible graphs for social media. The graphics editor will be responsible for delegating graphics to their designers. If graphics are late or missing, the responsibility will fall on the graphics editor to make them. They will also function as the lead designer for the print copy of the newspaper.

Diversity Editor

The diversity editor will attend weekly editorial staff meetings to ensure editors are finding diverse, inclusive stories, and that they have the sources to complete such stories. They will be responsible for working with the editor-in-chief to compile style guides on reporting on diverse issues, including racial, ethnic, sexuality, gender, disability, etc. issues. They will serve primarily as a consultant for editors and as a voice for diversity in the newsroom.