Round Up job descriptions

Editor in Chief
• Takes responsibility for content of the Round Up
• Assign spreads to editors
• Conducts weekly staff meetings
• Enforces/ strictly meets editorial deadlines; works to promote staff morale, encouraging retreats, conventions, special events
• Collaborates with publishing representative
• Fills in as reporter, editor, photographer as needed
• Promotes yearbook sales
• Hours: up to 15 hours per week plus full tuition scholarship

Academics Editor
• Paginates spreads for classes/ individual portraits
• Assigns photos
• Promotes yearbook sales
• Writes stories for section
• Hours: up to 11 hours per week

Sports Editor
• Paginates all spreads related to Baylor sporting event
• Assigns photos
• Promotes yearbook sales
• Writes stories for section
• Hours: up to 11 hours per week

Greeks Editor
• Paginates all spreads related to greek life
• Assigns photos
• Sells pages to greek organizations
• Promotes yearbook sales
• Writes stories for section
• Hours: up to 11 hours per week

Organizations Editor
• Paginates all spreads related to Baylor organizations
• Assigns photos
• Sells pages to non-greek organizations
• Promotes yearbook sales
• Writes stories for section
• Hours: up to 11 hours per week

Student Life Editor
• Paginates all spreads related to Baylor events
• Assigns photos
• Promotes yearbook sales
• Writes stories for section
• Hours: up to 11 hours per week

Photo Editor
• Color corrects & crops all photos
• Ensures photographers meet deadlines and are scheduled for shoots
• Promotes yearbook sales
• Writes stories for section
• Hours: up to 11 hours per week

Staff Writer (2)
• Promotes yearbook sales
• Writes stories for sections
• Hours: up to 8 hours per week

Photographer (2)
• Promotes yearbook sales
• Takes photographs as assigned
• Hours: up to 8 hours per week