

Lariat Openings for Spring 2007

City Editor

1. Creates budget of campus, local, state, national, international news derived from AP and MCT and other campus newspapers. This will be completed by 1 p.m. each day
2. Talks with each reporter at beginning of lab and compiles budget of campus and local stories. Helps reporter focus the story. Assigns art/graphics as needed. This will be completed by 2:30 p.m.
3. Generates growing pool of story ideas (daily, in-depth, series)
4. Manages all lab writers for *Lariat*
5. Assigns stories to reporters
6. Imposes deadlines
7. Edits copy
8. Maintains city desk files
9. Maintains accurate and up-to-date calendar of all major events on campus and in the community.
10. Works with writers and editors to make sure stories are covered with accuracy, fairness and clarity and helps with additional story ideas and follow-ups
11. Presents total budget at 4:30 p.m. news meeting each day.
12. Coordinates graphics assignments
13. Serves on editorial board and writes editorials on rotating basis
14. Meets weekly with adviser and editor for critiques, training and problem solving
15. Assists editor and takes over in his/her absence
16. Builds and adheres to a strong sense of ethics in writing and reporting
17. Reports problems with lab class to Stephanie and/or Julie

Qualifications

1. Has demonstrated excellence in editing through knowledge of AP style and understands different styles of newspaper writing
2. Understands political forces within and outside the university
3. Has proven abilities in leadership, organization and management
4. Has effective approach to crisis management
5. Has proven, strong and highly evolved sense of ethical and moral integrity
6. Has patience and ability to help redirect ideas
7. Has excellent interpersonal and communication skills
8. Has strong sense of ethical and moral integrity

Assistant City Editor

1. Assists the city editor in generating stories/photos for reporters and photographers
2. Helps maintain daily budget
3. Filters press releases through reporter file box and assigns deadlines.
4. Keeps list of press releases distributed and follows up on stories.
5. Answers phones

6. Monitors *Lariat* e-mail and cleans it out daily
7. Generates growing pool of story ideas (daily, in-depth, series)
8. Maintains board budget
9. Maintains and cleans out folders on server daily
10. Talks with each reporter at beginning of lab and assigns art/graphics as needed. Fills out photo requests, detailing not only the place/time of the shoot but also a synopsis of the story itself. To be completed by 2 p.m.
11. Reads the wire indexes throughout the day for appropriate wire items to localize/include in The *Lariat*
12. Works with writers and editors to make sure stories are covered with accuracy, fairness and clarity and helps with additional story ideas and follow-ups
13. Edits copy
14. Coordinates Bear Briefs

Qualifications

1. Has demonstrated excellence in editing through knowledge of AP style and understands styles of newspaper writing
2. Understands political forces within and outside the university
3. Has proven leadership, organization and management skills
4. Has effective approach to crisis management
5. Has proven, strong and highly evolved sense of ethical and moral integrity
6. Has patience and ability to help redirect ideas
7. Has excellent interpersonal and communication skills
8. Has strong sense of ethical and moral integrity

Copy Desk Chief

1. Edits copy strictly following *Lariat* and Associated Press style
2. Paginates inside pages as needed
3. Assigns stories to inside pages
4. Edits all pages except entertainment and editorial
5. Revises any copy, including cutlines and headlines, for clarity, grammar, spelling, punctuation, style and accuracy
6. Sends feedback to city editors and publications director
7. Serves on editorial board
8. Uploads pages to server and serves as liaison between *Lariat* and Killeen Daily Herald
9. Monitors wire services for breaking news

Qualifications

1. Is accurate, swift and efficient in analyzing the writing of others
2. Has a mastery of both AP and *Lariat* style
3. Understands and respects the distinction between news and editorializing
4. Demonstrates excellence in attention to detail
5. Has excellent knowledge of modular design
6. Has experience with Macintosh computers, including InDesign
7. Has strong organizational, leadership and teamwork abilities
8. Has demonstrated and promised long-term commitment to the *Lariat*
9. Has strong sense of ethical and moral integrity

Opinion Editor

1. Serves on editorial board, writing editorials on rotating basis
2. Actively solicits, edits and organizes letters to the editor
3. Actively solicits guest columns
4. Cultivates and maintains list of columnists
5. Creates column schedule for staff/lab reporters
6. Edits all copy on editorial page, working with writers to explain changes and improve writing
7. Assumes responsibility for all content in the section
8. Communicates with cartoonists to plan visual element of the page
9. Edits stories and writes headlines for all opinion pages
10. Designs and paginates opinion page
11. Takes responsibility for proofing the page and waiting for page approval before leaving
12. Maintains constant communication with editor
13. Assumes final responsibility for the content and readability of the section
14. Strives to maintain a consistently high quality of content

Qualifications

1. Has knowledge of political forces within and outside the university
2. Understands and respects the distinction between news and editorializing
3. Has experience in newspaper and feature design
4. Has demonstrated excellence in editing through knowledge of AP style and understands different styles of newspaper writing
5. Has strong organizational, leadership and teamwork abilities
6. Has thorough understanding of the mission of the opinion section
7. Has ability to track simultaneous projects and meet deadlines
8. Is able to write and edit quickly
9. Understands the editing process from brainstorming to evaluation
10. Has patience and ability to help redirect weak ideas and to teach new reporters
11. Has strong sense of ethical and moral integrity

Entertainment Editor

1. Maintains entertainment section of daily budget. This should be completed in advance.
2. Presents stories at 1 p.m. budget
3. Assigns entertainment stories to lab reporters/contributors and follows up about the status of assignments before deadline
4. Cultivates and maintains list of contributors for reviews.
5. Develops and maintains contact with entertainment sources
6. Requests courtesy art well in advance of stories
7. E-mails reviews as needed to entertainment companies.
8. Checks MCT and AP regularly for story ideas.
9. Provides balanced, comprehensive coverage of Baylor and community events (theater, music, art, etc.) and appeals to a broad base of readers
10. Works with writers to verify information such as names, numbers and accuracy of details and makes sure work is complete

before deadline

11. Writes at least one entertainment story every two weeks.
12. Is responsible for writing stories unclaimed by writers
13. Edits and writes headlines for all entertainment stories
14. Proofs editorial page
15. Communicates with photographers and designers to plan visual elements of the page
16. Works with writer and/or photographer to edit work and explain changes
17. Determines hierarchy of stories on entertainment page
18. Designs and paginates entertainment page
19. Takes responsibility for checking the pages in the section and waiting for page approval before leaving
20. Maintains constant communication with city editor
21. Assumes final responsibility for the content and readability of the section
22. Strives to maintain a consistently high quality of content

Qualifications

1. Has strong organizational, leadership and teamwork abilities
2. Has thorough understanding of the mission of the entertainment section
3. Has ability to track simultaneous projects and meet deadlines
4. Has effective approach to crisis management
5. Has strong interviewing and researching skills
6. Is able to write and edit quickly
7. Understands the editing process from brainstorming to evaluation
8. Has patience and ability to help redirect weak ideas and to teach new reporters
9. Has strong sense of ethical and moral integrity

Focus magazine co-editor

1. Plans one theme/in-depth magazine per semester
2. Provides magazine classes with story ideas
3. Seeks out, coordinates and manages contributed stories
4. Edits all copy, including cutlines and headlines, for clarity, grammar, spelling, punctuation, style and accuracy
5. Designs and paginates magazine
6. Edits stories and writes headlines
7. Coordinates and/or takes photographs for magazine
8. Strictly adheres to deadlines established by Stephanie and Julie

Qualifications

1. Understands and appreciates the distinction between news and editorializing
2. Has outstanding knowledge of feature and news writing
3. Has advanced experience in newspaper and feature design
4. Has strong organizational, leadership and teamwork abilities
5. Has thorough understanding of the mission of the magazine
6. Has ability to track simultaneous projects and meet deadlines
7. Has strong interviewing and researching skills
8. Is able to write and edit quickly
9. Understands the editing process from brainstorming to evaluation
10. Has patience and ability to help redirect weak ideas
11. Has strong sense of ethical and moral integrity

Features Editor

1. Strives to develop imaginative, challenging and interesting articles on issues relevant to students' lives, including in-depth features, personality profiles and explorations of nontimely events of interest to the campus community
2. Assumes responsibility for all content in the section
3. Plans weekly assignments and keeps budget up-to-date
4. Cultivates and maintains list of contributors
5. Assigns feature stories and follows up about the status of assignments before deadline
6. Communicates with photographers/illustrators to plan visual elements of the page
7. Arranges art well in advance of stories' run date
8. Is responsible for writing stories unclaimed by writers
9. Edits stories and writes headlines for all feature pages
10. Works with writer and/or photographer to edit work and explain changes
11. Designs and paginates feature page
12. Takes responsibility for proofing the page and waiting for page approval before leaving
13. Maintains constant communication with editor
14. Assumes final responsibility for the content and readability of the section
15. Strives to maintain a consistently high quality of content

Qualifications

1. Understands and appreciates the distinction between news and editorializing
2. Has outstanding knowledge of feature writing
3. Has advanced experience in newspaper and feature design
4. Has an outstanding knowledge of and interest in all forms of popular culture
5. Has strong organizational, leadership and teamwork abilities
6. Has thorough understanding of the mission of the sports section
7. Has ability to track simultaneous projects and meet deadlines
8. Has strong interviewing and researching skills
9. Is able to write and edit quickly
10. Understands editing process from brainstorming to evaluation
11. Has patience and ability to help redirect weak ideas and to teach new reporters
12. Has strong sense of ethical and moral integrity

Copy Editor

1. Edits copy strictly following *Lariat* and Associated Press style
2. Edits all copy for clarity, grammar, spelling, punctuation, style and accuracy
3. Writes or improves headlines
4. Paginates inside pages
5. Revises any copy, including headlines and cutlines, as necessary in conjunction with writer and copy desk chief

Qualifications

1. Is accurate, swift, efficient in analyzing the writing of others
2. Has a mastery of both AP and *Lariat* style
3. Understands and respects the distinction between news and editorializing
4. Demonstrates excellence in attention to detail
5. Has experience with Macintosh computers, including InDesign

6. Has strong organizational and teamwork abilities
7. Has strong sense of ethical and moral integrity

Staff Writer

1. Checks in daily with sources on your beat
2. Presents story ideas at 1 p.m. budget
3. Works closely with editorial staff to generate content consistent with the mission of assigned section
4. Accepts assignments in writing from section editors with the full intentions of completing work to the best of their ability -- which includes researching, interviewing, writing, editing, rewriting and formatting
5. Advises city editor of photo opportunities
6. Writes and edits daily story by 7 p.m.
7. Is available after hours for questions related to stories
8. Covers events as well as issues on beat
9. Maintains complete responsibility for the fairness, accuracy and clarity of all work accepted and submitted for approval.
10. Accepts suggestions for success by editorial board.

Qualifications

1. Has an understanding of journalistic ethics and practice
2. Has a good understanding of the mission of the *Lariat*
3. Has good interviewing and researching skills
4. Demonstrates excellence in attention to detail
5. Has strong sense of ethical and moral integrity

Staff Photographer

1. Checks in with photo editor each day for assignments
2. Shoots at least one piece of wild art daily (due at 4:15 p.m.)
3. Responsible for remitting feature/news photos and wild art
4. Writes complete cutlines for all photographs
5. Creates news graphics
6. Attends 4:30 budget when photo editor is unavailable

Qualifications

1. Has an understanding of journalistic ethics and practice
2. Is proficient with cameras and visual journalism principles
3. Has a strong eye for visually appealing photographs
4. Has a good understanding of the mission of the *Lariat*
5. Demonstrates excellence in attention to detail
6. Has strong sense of ethical and moral integrity

Lariat Ad Salesperson

1. Sells advertising in the office and recruits new customers
2. Picks up ads from customers when needed
3. Runs errands as needed
4. Pulls tear sheets as needed
5. Makes dummies and delivers them to newsroom by 3:30 p.m.
6. Lays out ads for The *Lariat*
7. Faxes dummies to printer

Qualifications

1. Previous sales experience preferred
2. Must be extremely reliable and deal well with rejection
3. Has strong interpersonal skills
4. Has strong organizational, leadership and teamwork abilities
5. Has strong sense of ethical and moral integrity

Sports Writer

1. Checks with sports editor for assignments
2. Writes a story each day, coordinating with photographers in advance
3. Writes in-depth features, recaps and advances
4. Presents story ideas at 1 p.m. budget
5. Works closely with editorial staff to generate content consistent with the mission of assigned section
6. Accepts assignments from section editors with the full intentions of completing work to the best of their ability -- which includes researching, interviewing, writing, editing, rewriting and formatting
7. Advises sports editor of photo opportunities
8. Writes and edits daily story by 7 p.m. (except late game stories)
9. Is available after hours for questions related to stories
10. Covers events as well as issues on beat
11. Maintains complete responsibility for the fairness, accuracy and clarity of all work accepted and submitted for approval.
12. Accepts suggestions for success by members of the editorial board.

Qualifications

1. Has an understanding of journalistic ethics and practice
2. Has comprehensive knowledge of Baylor sports
3. Has a good understanding of the mission of the *Lariat*
4. Has good interviewing and researching skills
5. Demonstrates excellence in attention to detail
6. Has strong sense of ethical and moral integrity

Office Hours

City Editor: 12:30-5 p.m.

Assistant City Editor: 1 to 5 p.m.

Entertainment Editor: 1 to 5 p.m., some evenings required

Features Editor: 1 to 4 p.m.

Opinion Editor: 1 to 4 p.m.

Copy Desk Chief: 4:30 to 9:30 p.m.

Copy Editor: 5 p.m. to 9:30 p.m.

Staff Writer: 1 to 4:30 p.m., some nights and weekends required

Photographer: Afternoon/evening shifts vary; some nights and weekends required

Sports writer: 1 to 4 p.m., some nights and weekends required

Ad sales: 9 a.m. to noon or 1 to 5 p.m.

Focus editor: Flexible; however, a regular presence in the newsroom is required