

Lariat Job Descriptions

Editor

1. Writes biweekly column (minimum)
2. Generates growing pool of story ideas (daily, in-depth, series)
3. Supervises, manages and resolves dispute among staff members
4. Attends daily budget meetings and critiques the prior day's paper
5. Enforces goals and deadlines
6. Responsible for all content in the paper
7. Responsible for publishing written correction of all paper errors
8. Assists section editors in all aspects concerning content and appearance, including design and production
9. Writes editorial on rotating basis
10. Chairs daily budget meetings and keeps them on schedule
11. Edits all editorial page copy
12. Proofs entertainment page
13. Assists city desk in working with reporters and staff writers
14. Serves on editorial board
15. Establishes realistic and measurable goals for the paper
16. Meets weekly with adviser for critiques, training and problem solving
17. Builds and adheres to a strong sense of ethics in writing and reporting
18. Attends and helps plan Friday development sessions
19. Other tasks as assigned by Julie and Robin

Qualifications

1. Served as section or copy editor of the Lariat for at least one semester
2. Demonstrated excellence in editing through knowledge of AP style and understands different styles of newspaper writing
3. Understands political forces within and outside the university
4. Extensive knowledge of desktop publishing, modular design, typography, graphics and photography
5. Proven abilities in leadership, organization and management
6. Demonstrated and promised long-term commitment to the Lariat
7. Proven, strong and highly evolved sense of ethical

and moral integrity

8. Effective approach to crisis management
9. Excellent interpersonal and communication skills for working with people inside and outside the Baylor community

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 Julie and Robin

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

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

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
10. Has knowledge of the laws of libel, privacy, obscenity and copyright

News Editor

1. Edits copy strictly following Lariat and Associated

Press style

2. Assigns stories to front page
3. Paginates the front page every night
4. Paginates inside pages as needed
5. Writes or improves headlines
6. Monitors news wires
7. Edits stories for inside pages as well as front page
8. Edits late-breaking copy
9. Responsible for ensuring coverage of late-breaking news stories
10. Serves on editorial board and writes editorials on rotating basis
11. Communicates with photographers and designers to plan visual elements of the page
12. Works with writer and/or photographer to edit work and explain changes
13. Takes responsibility for checking the pages in the section and waiting for page approval before leaving
14. Maintains constant communication with city editor
15. Assumes final responsibility for the content and readability of the section
16. Strives to maintain a consistently high quality of content

Qualifications

1. Has knowledge of political forces within and outside the university
2. Has thorough understanding of news values, where a story lies and what angle to take with a story
3. Has outstanding knowledge of straight news writing and layout procedures
4. Has strong organizational, leadership and teamwork abilities
5. Has thorough understanding of the mission of the news section
6. Has ability to track simultaneous projects and meet deadlines
7. Has effective approach to crisis management
8. Has strong interviewing and researching skills
9. Is able to write and edit quickly
10. Understands the 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
13. Has knowledge of the laws of libel, privacy, obscenity and copyright

Sports Editor

1. Provides balanced, comprehensive coverage of Baylor sports and appeals to a broad base of readers
2. Maintains sports section of daily budget. This should be completed in advance as well as daily.
3. Assigns sports stories to lab reporters/contributors and follows up about the status of assignments before deadline
4. Develops and maintains contact with sports sources
5. Presents stories at 1 p.m. and 4:30 p.m. budget.
6. Provides balanced, comprehensive coverage of Baylor sports
7. Plans feature spreads.
8. Pulls sports copy from wire.
9. Writes sports stories, including those unclaimed by reporters
10. Plans and assigns in-depth features and stories.
11. Responsible for ensuring coverage of late-breaking sports stories
12. Works with writers to verify information such as names, numbers and accuracy of details and makes sure work is complete before deadline
13. Edits and writes headlines for all sports stories
14. Communicates with photographers and designers to plan visual elements of the page
15. Works with writer and/or photographer to edit work and explain changes
16. Determines hierarchy of stories on sports page
17. Designs and paginates sports page
18. Takes responsibility for checking the pages in the section and waiting for page approval before leaving
19. Maintains constant communication with editor
20. Assumes final responsibility for the content and readability of the section
21. Strives to maintain a consistently high quality of content

Qualifications

1. Has an in-depth knowledge of Baylor athletics, including varsity, intramural and club sports
2. Understands and appreciates the distinction between news and editorializing
3. Has strong organizational, leadership and teamwork abilities
4. Has thorough understanding of the mission of the sports section
5. Has ability to track simultaneous projects and meet deadlines

6. Has effective approach to crisis management
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 and to teach new reporters
11. Has strong sense of ethical and moral integrity
12. Has knowledge of the laws of libel, privacy, obscenity and copyright

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 team-

work 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 the 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
13. Has knowledge of the laws of libel, privacy, obscenity and copyright

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
12. Has knowledge of the laws of libel, privacy, obscenity and copyright

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 Waco Tribune
9. Monitors wire services for breaking news
10. Checks the Web site links and content for broken links and out of date information on the Web site. Informs the Webmaster and Editor-In-Chief of any Web problems.

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

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 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 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 members of the 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

Photo Editor

1. Oversees the production of quality photographs for The Lariat
2. Presents story ideas a 1 p.m. budget
3. Makes sure photographers are informed of and complete assignments on time
4. Ensures all photos are submitted with the necessary caption information
5. Covers assignments not completed by other photographers
6. Works all photos needed by staff each day
7. Ensures photo deadlines are met
8. Creates news graphics
9. Attends 4:30 budget

Qualifications

1. Has strong organizational, leadership and teamwork abilities
2. Has ability to track simultaneous projects and meet deadlines
3. Has demonstrated and promised long-term commitment to the Lariat
4. Has demonstrated expertise in photography as well as PhotoShop and Illustrator
5. Has a strong eye for visually appealing photographs
6. Has demonstrated creativity in approaching photo assignments in a variety of angles
7. Has effective approach to crisis management
8. 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 stand alone photograph daily (due at 4:15 p.m.)
3. Writes complete captions for all photographs
4. Provides proofs of submitted photos
5. Attends 4:30 budget when the photo editor is unavailable
6. Submits photographs to the Photos of the Week slideshow
7. Learns the application Soundslides to help produce slideshows for the Web site
8. Color corrects photographs that are to be published

either to the Web or the print edition

Qualifications

1. Has an understanding of journalistic ethics and practice
2. Is proficient with cameras and basic 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
7. Does not manipulate imagery

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

Webmaster

1. Posts Lariat to Web each night
2. Continually updates and improves Lariat Web site
3. Posts multimedia content to the Web site.
4. Edits audio for the This Week In Sports podcast
5. Maintains multimedia archive

Qualifications

1. Familiarity with HTML, PhotoShop, Final Cut Pro, Audacity, Flash and InDesign
2. PHP experience a plus
3. Capable of working late nights
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 team-work abilities
5. Has strong sense of ethical and moral integrity

Focus magazine editor (2)

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 Julie or Robin

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 team-work 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