**Job Description Form**

**Employer Information:**

**Name:** Lakeland College **Address:** W3718 South Drive Plymouth, WI 53073

**Position**: Managing Editor for the Mirror

**Supervisor**: Director of Student Publications or Mirror Adviser

**Reports to**: Vice President - Academic Affairs & Dean of the College

**Paid:** by stipend

**Job Purpose**: Works alongside the editor-in-chief to make sure all functions of the Mirror work well. A back-up for the editor- in-chief in case of absence.

**Duties and Responsibilities**:

* Helps guide newspaper through to production, working closely with all staff, but especially Copy Editor, Production Manager, Advertising Manager, and Staff Photographer
* Assembles the list of story ideas for each issue and keeps track of story assignments
* Enforces deadlines
* Keeps in touch with writers and section editors, to avoid potential problems
* Writes articles as necessary
* Maintains “clip files” in pdf form on computer, and uploads to online storage
* Creates and sends pdf files to publisher
* Keeps records of attendance and deadlines and reports to adviser for each issue
* Works with EIC and Website Manager to determine Website content
* In charge of compensation for articles
* Updates the archives of each issue
* Responsible for helping to recruit staff members
* May work with Editor in Chief on editorials

**Job Qualifications**: Usually at least one year of service on the student newspaper at the level of a section editor. The person for this job is confident, knowledgeable journalist, who works well with others and is comfortable managing peers.

**Length of Employment**: This varies, but generally one academic year.