

NEWS EDITOR

The News Editor is The Shorthorn's assignments editor, responsible for ensuring that Shorthorn coverage is thorough and includes all segments of the UTA community.

Specific responsibilities include:

- Assigns and edits stories for the daily newspaper;
- Works with reporters and other editors as needed in completing their assignments;
- Conducts weekly writers meeting;
- Makes beat assignments (in consultation with the Editor).
- Produces Daily Story Budget and Overnight Story Budget for each issue.
- Coordinates with other editors on scheduling of news reporters who may be writing on-assignment for another section (i.e., reviews, columns, etc.).
- Ensures that continuity of coverage is maintained on beats not currently staffed.
- Maintains a master calendar, daybook, "teaser file" or some other means to ensure that the News Editor and the staff know of all events happening on campus as well as "teasers" for stories that need to be followed within a reasonable time.
- Supervises and coordinates duties with Assistant News Editor.
- With other editors, coordinates assignments for all special sections to ensure that both daily needs and needs for each section are met;
- With other editors, ensures that charts, graphs and non-photographic illustrations are secured as needed.
- Produces daily Campus Calendar and Briefs.
- Enforces reporters' deadlines;
- Reports and writes stories as needed;
- Attends all budget meetings, Editors' Meetings, Staff Meetings and Editorial Board meetings.
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- With the Editor, ensures The Shorthorn's corrections and clarifications policies are carried out and that corrections and clarifications are printed promptly;

Additional Qualifications

- Experience in journalistic writing and editing.
- Knowledge of and/or experience in journalistic photography, graphics and production.
- Must have previously held a Shorthorn staff position.
- Must be currently enrolled at UTA.

Compensation base rate

Outlined on the semester pay schedule. Compensation may be reduced for major errors, missed deadlines or other problems.