**Job Description Form**

**Employer Information:**

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

**Position**: Copy Editor for the Mirror

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

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

**Job Purpose**: Makes sure the copy in the newspaper is grammatically correct and accurate.

**Duties and Responsibilities**:

* Proofs all copy including stories, headlines, cutlines, and ads
* Checks all copy for AP style, Lakeland Mirror style, and code of ethics
* Edits stories and returns to the section editors or writers within assigned time period
* Serves as a writing coach for section editors and writers
* Assists section editors with headline and cutline writing
* Is present at all production nights for all four hours
* Will write stories, commentaries, and columns as needed
* May be called upon to lead a class session on copy editing
* Responsible for helping to recruit staff members

**Job Qualifications**: Exceptional skills in writing and grammar. Must be willing to work long hours during production nights.

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