**Job Description Form**

**Employer Information:**

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

**Position**: Editor in Chief for the Mirror

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

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

**Paid:** by stipend

**Appointment of Editor-in-Chief:**

Each year, the new Editor-in-Chief is selected by a Publications Board consisting of the academic dean, the dean of students, the Mirror faculty adviser, the out-going Editor-in-Chief, a representative of the Sheboygan Press, and other members of the Lakeland community representing faculty, students, and staff. Ideally, the Editor-in-Chief shall serve a one-year term, but an Editor-in-Chief may serve an additional term of service upon reapplication to and reappointment by the Publications Board. A candidate for Editor-in-Chief must have served on the Lakeland Mirror staff for at least one semester.

**Job Purpose**: Serves as staff leader and creative director for *The Lakeland Mirror*, safeguarding and promoting the highest standards of collegiate journalism.

**Duties and Responsibilities**:

* Selects editorial staff.
* Responsible for recruitment of staff members.
* Oversees all editors, business and advertising managers, and staff members.
* Is responsible for content, production, and distribution of newspaper.
* Plans editorial content of newspaper with staff.
* Works with Staff Photographer to plan pictures for each issue and for Website
* Assigns all stories, photos and cartoons.
* Sets deadlines.
* Conducts regular staff meetings along with adviser.
* Writes (or assigns) staff editorial and is prepared to write news, features, or sports articles as needed.
* Responsible for accuracy of pdfs prior to printing.
* Guides the newspaper through to production with Managing Editor.
* Works with Managing Editor and Website Manager to plan online content.
* Devises, assigns, and supervises beat system.
* Makes sure that a copy of each issue is placed in the permanent archive binder.
* Takes time to choose and submit articles, design, etc. to newspaper competitions.
* Serves as student spokesperson for *The Lakeland Mirror.*

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

**Length of Employment**: One academic year.