**Job Description Form**

**Employer Information:**

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

**Position**: Sports Editor for the Mirror

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

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

**Job Purpose**: Write for and manage the sports section of the paper.

**Duties and Responsibilities**:

* Responsible for the planning, coverage (photos and reporting) and editing of sports stories
* Works within beat system to cover important action on campus
* Works with Editor-in-Chief to generate sports game stories and features and plan for coverage
* Works with Managing Editor to plan for direct-to-Website game stories and timeline
* Manages sports staff who will work in an alternate schedule, covering sports events, writing stories, and posting timely articles and photos online.
* Edits sports stories for completeness, accuracy and fairness
* Writes sports stories as needed
* Approves all sports headlines and cutlines
* Gives final approval of sports stories after copy editing
* Responsible for helping to recruit staff members
* Responsible for beat report

**Job Qualifications**: High interest in sports and an avid reader of professional sports journalism. General writing ability and ability to manage student sports writers.

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