

The Appalachian Opinion Editor job description, 2016-17



The role

The Opinion Editor manages a staff of columnists and is responsible for providing timely opinion coverage for publication in The Appalachian. The editor is appointed by the Editor-in-Chief in consultation with the Assistant Director for Student Media. The editor is responsible to the Editor-in-Chief and Managing Editor.

Application instructions

Your complete application will include your completed application online, your current resume, and at least two samples of relevant work. Incomplete applications or applications received after the deadline will not be accepted. Application materials must be submitted via email to Carl Blankenship, incoming editor-in-chief, at blankenshipcr@appstate.edu. For more information, contact Allison Bennett Dyche, Assistant Director for Student Media, at dycheab@appstate.edu or 828-262-6252.

Responsibilities of the Desk

1. **Provide** well-researched and reported opinion pieces that are timely and relevant to the campus and local community.
2. **Follow** issues occurring on campus, in the community, at the state and national levels, and localize the opinion piece to make it relevant to the App State audience.
3. **Provide** angles and insights on timely events and issues, and prepare columns which will inform readers and arouse reader interest.

Managerial Duties

1. **Recruit**, train and manage a staff of opinion writers/columnists to provide viewpoints on issues pertaining to the campus and local community.
2. **Assign** opinion pieces, making sure that assignments are understood, emphasizing any particular angles, information, or any other special treatment that is needed.
3. **Maintain and enforce** deadlines.
4. **Edit** all copy for factual accuracy, completeness and journalistic style, as well as spelling, grammar, and organization.
5. **Rewrite** opinion pieces when necessary to conform to acceptable newspaper standards.
6. **Undertake** all assignments for which no reporter is available to cover, including man-on-the-street interviews.
7. **Maintain** a regularly updated list of story ideas for future use.
8. **Attend** twice weekly editorial board meetings.
9. **Lead** twice weekly desk meetings.
10. **Meet** with the managing editor and/or editor-in-chief to discuss story ideas, quality of writing and coverage, and any problems related to the opinion desk.