

The Observer 2021-2022

Austin College Student News Site

Assistant Editor

(2 positions available)

The Assistant Editor will:

- Attend weekly staff meetings & assist the editor during weekly staff meetings;
- Oversee up to 3 Staff Writers along with Staffers At Large and follow up on assigned stories (by phone, text, email or in person);
- Maintain weekly office hours to coordinate with the Editor in Chief and other staff members, assist writers, develop contacts, and generate story ideas;
- Write at least 3 stories per semester (assuming 8 completed issues per semester);
- Read/edit stories from Staff Writers and Staffers at Large. Coaching and helping writers develop a feature journalism style;
- Follow AP Style and Austin College Stylebook;
- Meet with the adviser as needed;
- Other duties as assigned;
- Must be a third year or older student classification (negotiable)

Updated 4/22/2021/LER