

The Observer 2021-2022

Austin College Student News Site

Editor in Chief

Manages the overall operation of The Observer with particular regard to balanced and high-quality content and design, writer recruitment and retention, budget awareness, deadlines, relationship with Austin College administration.

The Editor will:

- Conduct weekly staff meetings;
- Work with the Business Manager and Adviser to establish a working budget for the academic year;
- Establish a rapport with campus stakeholders in all divisions and student service offices (meet people);
- Work with Assistant Editors to assign stories to staff writers and staff members at large;
- Write at least 3 stories per semester (assuming 8 completed issues per semester);
- Read/edit writers' work for each issue. Coaching and helping writers develop a feature journalism style;
- Follow AP Style and Austin College Stylebook;
- Maintain weekly office hours to coordinate with the assistant editors, designer and other staff members; assist writers, develop contacts, and generate story opportunities;
- Coordinate with interested writers and the assistant editor to develop editorials for publication;
- Meet weekly with the Adviser;
- This position is likely reserved for senior student classification (negotiable)

Updated 4/22/2021/LER