**Staff Hierarchy and Descriptions**

Adviser



**Editor-in-chief**

* Responsible for final approval of stories before it’s published, which includes final edits, headlines and photo captions.
* Editor-in-chief will help to assign and guide story ideas when needed.
* Organize and manage staff and deadlines for publication.
* Responsible for editor’s notes on publications in the case of corrections to errors in publication.

**News Editor**

* Responsible for assigning weekly story assignments, which can include breaking news.
* Lead daily/weekly news meeting with assistance of editor-in-chief.
* Responsible for advising reporters on upcoming stories and assigning deadlines.
* Responsible to review interview questions.
* Responsible for first edits of stories and subsequent revisions.

**Features Editor**

* Responsible for assigning weekly story assignments.
* Responsible for first edits of stories, interview questions and subsequent drafts.
* Responsible for advising reporters on upcoming stories and assigning deadlines.

**Sports Editor**

* Responsible for assigning weekly story assignments.
* Responsible for first edits of stories, interview questions and subsequent drafts.
* Responsible for advising reporters on upcoming stories and assigning deadlines.

**Social Media/Digital Editor**

* Responsible for overseeing the digital push of stories on social media accounts, including but not limited to Facebook, Twitter and Instagram.
* Responsible for checking with reporters on digital elements that can be incorporated into stories including video, audio and photo slideshows.
* Responsible for monitoring and responding to social comments on stories and published elements.

**Layout Editors**

* Responsible for the design of each page within an online publication.
* Responsible for assigned pages and coordinating layout with reporters/editors.
* Confirms final design layout with editor-in-chief.

**Reporters**

* Responsible for completing interview and completed stories by expected deadlines.
* Keeps recorded interviews and notes organized to help confirm information in stories if needed by editor-in-chief.
* Completes one story per month, or as designated by editor-in-chief.
* Generate at least one multimedia element (photograph, video or podcast/audio) for each story when ready to publish online.
* Submits ideas for stories on a weekly basis.

**Digital Staff**

* Responsible for posting and organizing stories on social media pages.
* Responsible for partnering with reporters/editors to secure timely social media posts, teases and multimedia elements.
* Monitors comments, issues, errors on social media pages.

**Photo/Multimedia Editor**

* The photo/multimedia editor(s) is responsible for assigning and reviewing images/video/audio for publication.
* Responsibilities include mentoring photographer/videographers and helping to reinforce ethical and responsible journalism.
* The editor is responsible for reviewing photo, edits made and the final cutline that will be used in publication.

**Photographers/Videographer**

* Staff photographers are required to complete assignments as requested through the guidance of senior photographers and photo editor(s).
* Photographers are responsible for capturing photo, editing and writing cutlines
* Final edits and approval are made by editor(s).