**Application for Copy Editor**

**-** Academic Year: 2015-2016

**- Deadline for all materials to be submitted: Fri., May 15, 2015 at 5 p.m.**

**-** Applications shouldbe emailed to Elizabeth Baker, copy chief, at elizabeth.e.baker@marquette.edu.

- Once the application is turned in you will receive an email to schedule an interview. This will have to be a Skype interview, since Elizabeth is studying abroad until July 10.

**Materials to submit by May 15 include:**

- Attached form

- Résumé

- Typed responses to the questions below

- At least two writing samples

**Copy Editor Job Description**

- Responsible for editing and fact-checking stories assigned for online and print. Edit for content, sentence/paragraph structure and AP Style.

- Work one newspaper production night a week at most (Wednesday nights, most likely will be once every other week). At this time copy editors will edit stories to be published in print the following day and assist news, arts and entertainment and sports editors in writing headlines.

- Be available throughout the day to edit a few online stories per week based on a schedule to be determined by the desk.

- Attend weekly copy desk meetings to address any questions or issues and assess our performance as a desk that week.

**Copy Editor for Marquette Wire**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Academic Major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Minor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Overall GPA: \_\_\_\_\_\_\_\_\_\_\_\_ GPA in Major: \_\_\_\_\_\_\_\_\_\_\_\_

Year in School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Campus Address: ­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

State/ Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Application Questions**

1. Why do you want the position of copy editor?
2. What previous experiences have prepared you for this position?
3. What is your experience with editing? (It’s OK if the answer is none.) (Are you familiar with AP Style? Do you know how to read box scores? Do you have a grammar pet peeve or a history of editing friends' papers? Do you know how to write headlines? Etc.)

1. What other time commitments will you have next year?