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**Application for Assistant News Editor**

This position is to be served for both the fall and spring semesters. Please read the descriptions below for further information on job responsibilities.

The following materials are required for all applicants:

* Completed application
* Resume
* Any additional materials that you think would support your application (Portfolios, websites, videos, etc.)

Please send your completed application materials to Executive News Editor Megan Woolard at [megan.woolard@marquette.edu](mailto:megan.woolard@marquette.edu).

**The deadline for all materials to be submitted is on a rolling basis.**

**Position Purpose:**

The assistant news editor helps plan, coordinate and supervise news assignments and news coverage for the entirety of the Marquette Wire. This position reports to the executive news editor.

**Nature and Scope:**

The assistant news editor is expected to be knowledgeable about issues and events important to Marquette and higher education, have excellent news reporting, editing, organizational and communication skills.

The assistant editor works in conjunction with the executive news editor to create and supervise content for all platforms of the Marquette Wire. Editors will be expected to manage a group of reporters, holding weekly meetings with them and helping them with stories, sources and any other issues that may arise.

Commitment to the Tribune production night on Mondays is required. Production night duties include editing stories for content and grammar, discussing edits with reporters, and writing headlines and captions. Assistant editors may be asked to assist in covering breaking news and cover important stories. Editing for online stories not on production night may be required a few times throughout the week. They are expected to create and maintain a professional, upbeat learning environment.

Attend weekly All Staff meetings on Tuesdays and Wire training week (typically the week before classes begin).

**APPLICATION**

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

POSITION SOUGHT: Assistant News Editor

ACADEMIC MAJOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MINOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OVERALL GPA (Optional): \_\_\_\_\_ GPA IN MAJOR (Optional): \_\_\_\_\_

YEAR IN SCHOOL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-MAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CITY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

STATE/ZIP: \_\_\_\_\_\_\_\_\_\_

**QUESTIONS**

1. What roles in, or outside of, student media has prepared you for this job?
2. What do you want to accomplish if chosen?
3. Please provide a critique of the news desk as it is now and present suggestions.
4. What are some ways we can be unique in storytelling and how can you help continue to expand the Wire as a multimedia news outlet?
5. If you are chosen for this position, how would you manage a group of reporters as an assistant editor?
6. If you are not chosen as an assistant, are you interested in being hired as a news reporter?