**Publication Assistant - Chief Copy Editor**

The Chief Copy Editor of The Easterner, under direct supervision of the Editor in Chief, will learn about and understand the Associated Press Stylebook, the Easterner style guide, grammar and punctuation styles, proper spelling and various design concepts for a newspaper layout. They will oversee the copy editor(s) and teach them the tasks of fact-checking, AP style, checking sources and raising legal issues about story content.

Duties may include, but are not limited to:

* Editing all content for AP style, grammar and spelling.
* Editing and updating the Easterner Style Manual as needed and providing an updated copy to the newsroom.
* Coaching new writers in AP style, grammar and spelling.
* Revising and rewriting with writers for flow.
* Communicating with section editors about problems in writing.
* Maintaining 2 office hours per week for meeting with writers.
* Coordinating training for staff in AP style, grammar and spelling.
* Performing other related duties as assigned or required, including occasional writing for print or web

This position will report to the Easterner Departmentand the Editor in Chief, they still are under the general supervision of the Easterner Director.

This position will work a maximum of *insert* hours per week based on availability. This position may include some weekend and evening work.

**Required Qualifications:**

Applicants must possess and demonstrate solid news judgment.

Applicants must have experience in journalistic writing.

Applicants must have expert level understanding and experience in A.P. style.

Applicants must have knowledge of news design.

Journalistic writing sample, resume and cover letter required.

Applicants must possess demonstrated ability to work independently and ability to take direction.

This role requires collaboration, inclusivity and the ability to manage time to meet deadlines.

Applicants must be able to work with others at all levels, have a professional demeanor, excellent interpersonal skills, strong oral and written communication skills, and emotional intelligence.

Applicants must be able to manage conflict, collaborate and work effectively both independently and as a member of a team.

**Preferred Qualifications:**

Experience with Adobe Creative Suites

**All new employees must comply with EWU immunization Policy 602-02 and provide proof of immunity or vaccination to MMR and proof they are fully vaccinated before beginning work at EWU. Waivers for the immunization requirements are available for medical or sincerely held religious beliefs.**

**This position, during the course of university employment will be involved in the receipt of, or accountability for, university funds or other items of value; as well as the unsupervised access with the developmentally disabled, vulnerable adults or children under the age of 16. The offer of employment is contingent upon successful completion and passing of a background check prior to beginning employment.**

**Student employees are subject to EWU’s employment Policies and Procedures and the EWU Student Code of Conduct. As a student employee, you are expected to adhere to both. Please be advised that violations of the EWU Student Code of Conduct may affect your employment on campus, even if the conduct occurs beyond the scope of your job responsibilities.**