All editors are expected to attend weekly staff meetings for more instruction to improve job performance in coaching and mentoring, as well as learn management techniques. This meeting will follow the front page meeting on Fridays.

**EDITOR IN CHIEF**

Oversees the daily production of The Daily Universe. He or she is responsible for the news content in the newspaper.

He or she conducts the daily editors front page meeting and coordinates with the Universe editors to plan ahead on coverage of that week's stories. The editor also will meet with the special sections editors and the BYU SportZone editors to coordinate upcoming coverage of events.

The editor will assign news hole and act as the “slot” person for the news desk. Final say of that day’s front page will be the editor in chief’s. The editor will also be responsible for the final editing of all front page stories.

**NEWSNET WEB EDITOR/ASSISTANT EDITOR**

Oversees the daily production and updating of the Internet site. He or she is responsible for editing all material that will be placed on the Web. This requires working closely with the copy chief to make sure edited material is routed to the Web.

The editor will also be responsible to work with the Web designers to ensure changes are implemented.

The editor will also generate original Web cast productions, making Web links when applicable.

He or she will meet with the news team to plan ahead on coverage for that week’s stories as well as following up on breaking news stories.

**CAMPUS/METRO EDITORS**

The editor must coordinate with the managing editor to make sure that adequate space and position is given to stories.

Each position will oversee the coverage of specific areas using beat coverage. The editor will meet regularly with the assistant editors and reporters to make story assignments and assignment due dates, which will help make the operation of the newspaper run more efficiently. By assigning specific dates, the newspaper should have at least two stories a day that will be complete packages (photos, text and graphics) that could be placed on the front pages.
In addition, the editor will have to coordinate coverage of breaking news. This will come with coordinating with the Web editors who will be responsible to make sure breaking news is covered.

The Metro/Campus editors will also be responsible for the editing of the stories that are to be used in The Daily Universe. They will have to work closely with the copy chief and the staff to make sure the pages follow the style guide.

The Metro/Campus editors oversee teams of Comms 321 students.

ASSISTANT EDITORS

Assistant editors work with the section editor (campus, metro, sports, arts and culture) to do everything necessary to run the desk: plan stories, grade and edit 321/420 stories, follow-up on photo assignments, organize the section desk, maintain a calendar of coming events.

The assistant spends time mentoring and coaching 321 students. Some of the assistant's work time must be spent during 321 labs, working with students in the lab assigned to the assistant's desk. This includes making sure the 321 students have adequate help throughout the writing process: finding appropriate sources, organizing the story effectively, drafting and editing carefully.

Every 321 story must be graded by an editor or assistant editor before it is turned in for publication. This grade will be a 3 (exceptional story), 0 (ready to go, few problems), –3 (requires work to publish).

The assistant editor acts as a coach during the grammar/style modules as scheduled. The assistant editors/editors should recommend subjects to be covered during these 15-minute meetings scheduled once a week for each lab. They may create handouts and worksheets as needed to help teach these modules if they desire. (Most are already prepared.)

COPY CHIEF

Oversees the design and completion of all production work each day. Oversees the associate copy editors, assigns pages to the copy editors and coordinates the work schedules of the associate copy editors. Assists in editing copy, layout and design. May also be required to send pages to the printing plant.

ASSOCIATE COPY EDITORS

Assists copy chief as assigned in design and completion of daily pages. Assists in editing copy.

ISSUES & IDEAS EDITOR

Selects and edits letters to the editor, selects editorial cartoons, coordinates with opinion writing class to have Viewpoint pieces, writes editorial board piece or has someone else write it. Completes the Issues & Ideas page for Tuesday and Thursday papers. Conducts the weekly editorial board meeting of Daily Universe editors, editor-
al directors (Robb and Kaylene) and opinion class instructor (Jay Evensen, Deseret Morning News opinion page editor).

**Special Sections Editor/Associate Copy**
Assigns stories, edits stories, supervises design and completion of all special section editions and tabloids throughout the semester. Assists copy chief as directed.

**Sports Editor**
Assigns stories, edits stories, supervises Comms 321 students. Meets weekly with the BYU SportZone staff. Must be knowledgeable of BYU media relations and its function.

**Arts & Culture Editor**
This takes on a little different position. Focus will not be on lifestyle issues, such as fashion, food, etc., but will be more directed to the culture and arts of BYU life. This could bring in a wide range of interests. The editor works with Comms 321 students to produce articles that could run on the front page or inside. Coordinates for photos and graphics. Meets as required to plan the feature page assigned.

**Photo Editor**
Oversees Daily Universe photographers and photography class photographers making sure that photos for the daily, SportZone and special section are taken care of in an expedient fashion. This is a shooting position.

**Photographers**
Responsible for photographs that appear in the daily paper, SportZone and other special sections.