

**Associated Students of Western Washington University**

AS Review  
Assistant Editor

**About the Position**

The AS Review assistant editor is responsible for assisting the editor-in-chief in ensuring the integrity and successful operation of the AS Review as a news-gathering organization for students. They manage and coach the staff, edit stories, handle administrative tasks and implement big-picture initiatives to deliver quality news to students.

**Position Classification**

Coordinators provide programming for the AS as a whole and facilitate events, offices and groups throughout the Western community. Coordinators report to department directors or supervisors. Specific duties include but are not limited to: event programming, departmental budget authority, coordinating specific office functions, performing administrative work, supervising assistant coordinators, promoting office and events, and maintaining and updating programming resources for the department..

**About the Department**

The AS Review is an alt-weekly publication that provides coverage of student government, Associated Students offices and clubs, arts and entertainment, student life and other areas of life at Western. The Review seeks to enhance the student experience by shedding light on under-represented issues through inclusive coverage, informing readers and promoting dialogue.

**Terms of Position**

This is a three-quarter position. This position starts the Monday two weeks before the start of classes fall quarter and ends the Friday of finals week the following spring quarter. This position works an average of 15 hours per week. The position holder may work more some weeks and less other weeks depending on the office’s needs. The position holder is neither required nor expected to work during intersession, winter break or spring break.

**AS Employment Qualifications**

* Maintain a minimum credit load throughout term of position of 6 credits for undergraduates and 4 credits for graduates.
* Maintain a minimum of a 2.00 cumulative grade point average.
* Ability to complete the entire term of the position.

**Preferred Qualifications**

* Organizational and time management skills.
* Ability to communicate and work effectively with a wide variety of people on Western’s campus and in the Bellingham community.
* Demonstrated commitment to pursuing diversity and inclusivity.
* Ability to work independently and responsibly, while supervising others.
* Ability to work collaboratively with multiple people and organizations.
* Ability to work within deadlines and problem solve.
* Ability to work flexible hours.
* Basic knowledge of department and position specific responsibilities.
* Understanding of providing news in a digital environment.
* Working knowledge of AP style and standard journalistic practices.
* Experience using Adobe InDesign.

**AS Employment Responsibilities**

* Serve the membership of the Associated Students in a professional and ethical manner by:
* Being familiar with and upholding the AS Charter, all WWU policies, and all AS policies including the Employment Policy, Code of Conduct, and Program Standards.
* Attending all AS staff development events: pre-fall orientation, pre-winter, and pre-spring staff developments.
* Being knowledgeable of the AS organization and its general operations.
* Serving on search committees as designated by the AS Personnel Director.
* Ensure the legacy of this position by:
* Working with supervisor and Personnel Director to revise and update position job description.
* Working with the previous position holder to complete a minimum of 15 hours of unpaid internship as well as providing a 15 hour internship to the incoming position holder.
* Developing and maintaining a legacy document as required by the AS Employment Policy.

**Position Responsibilities**

* •Ensure the timely and accurate dissemination of news by:
  + Maintaining posted office hours.
  + Assisting in the layout and production of the paper on “production days” (sometimes requires late nights).
  + Proofreading and editing stories for AP style, content and grammar.
  + Ensuring coverage meets Society of Professional Journalists ethical guidelines and Associated Students standards of inclusivity.
  + Assisting the AS Review editor-in-chief with staff story assignments and maintaining communication with staff.
  + Writing stories as directed.
  + Posting all articles on website as soon as possible.
  + Providing weekly story ideas for consideration.

**Wage**

Starting hourly rate of $15.15.

**Reportage**

This position reports directly to AS Review editor-in-chief.

This job description is subject to change in accordance with the AS Employment Policy.

The Associated Students is an Equal Opportunity Employer.

Revised on January 20th 2017 in MOTION # ASB-16-W-13.