Henry Ford College
Job Announcement
Layout Editor of The Mirror News

Primary Responsibility:
The Layout Editor is primarily responsible for the design and organization of content in the print production of the Mirror Newspaper.

Reports to:
The Editor-in-Chief and Adviser

Duration of Position:
Contact the newspaper adviser for start and end dates.

Qualifications:
- Must have cumulative 3.0 GPA and successfully complete at least six credit hours at the end of each semester.
- Must have completed a college-level English course, preferably creative writing and/or a literature course with a grade of "A" or better.
- Working knowledge of the following design software preferred: Adobe InDesign, Adobe Photoshop, Adobe Illustrator, and Microsoft Office.
- Recommended to have completed a graphic design and/or web design course, or demonstrate proficiency in graphic design and/or web design.
- Recommended to have prior newspaper experience, preferably being a staff member of a high school or college newspaper.
- Recommended to have completed a college-level journalism class, such as JOUR 131, or telecommunications class, such as TCM 131.

Co-op Option:
To provide professional support, the student will have the option to enroll in the respective Mirror News co-op class for one credit. As part of the co-op, the student will be assigned a co-op instructor who is an active and experienced professional in the field. In addition, the student will receive professional development opportunities with the college's office of Career Services. Successful completion of the co-op will make the student eligible for a scholarship to reimburse the one credit tuition. Co-op may be repeated for credit.

Compensation:
Minimum wage for the allowed maximum number of hours per week, option to earn one academic credit by enrolling in co-op and Mirror News scholarship for co-op tuition reimbursement.

Specific Duties/Responsibilities:
1. Set and meet deadlines
2. Follow Associated Press guidelines for copyright and ethical standards in journalism.
3. Insure all article submissions and advertisements meet the design, production, and quality guidelines of the Mirror News.

4. Analyze design elements specific to news production and delivery.
5. Use Adobe InDesign and other relevant software to produce the Mirror News.
6. Recognize and evaluate accuracy in news production.
7. Integrate necessary information from a variety of sources into a logical, organized, and clearly presented news and feature story.
8. Evaluate the relevance of news stories.
9. Use design elements specific to newspaper production.
10. Advertisements designed for the Mirror News.

To apply for the Layout Editor position, please email the newspaper's adviser, Dr. Peter Kim: pkim@hfcc.edu (Put "Mirror News job application" in the subject heading.)

Deadline: Open until filled