

Henry Ford College
Job Announcement
Online Editor of The Mirror News

Primary Responsibility: The Online Editor is primarily responsible for the online edition of The Mirror News.

Reports to:

The Editor-in-Chief and Adviser

Duration of Position:

Contact the newspaper adviser for start and end dates.

Qualifications:

- Must have completed a college-level English course, preferably creative writing and/or a literature course, with a grade of "A" or better.
- Must have cumulative 3.0 GPA and successfully complete at least six credit hours at the end of each semester.
- Must demonstrate proficiency in grammar, punctuation, and spelling.
- Recommended to have completed a college-level journalism class, such as JOUR 131, or telecommunications class, such as TCM 131.
- Recommended to have prior newspaper experience, preferably being a staff member of a high school or college newspaper.
- Recommended to have completed course(s) in graphic design and/or web design.

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. Manage the online edition of The Mirror News
2. Work with newspaper staff to insure online content is up to date.
3. Work with the adviser to ensure online content follows journalism standards and code of ethics, particularly with regard to copyright.
4. Work with Editor-in-Chief on deciding the content for the Mirror News online edition.
5. Create and/or recruit original content for the online edition of The Mirror News

6. Evaluate, select, and edit submissions for publication specific to the online edition of The Mirror News.
7. Assist with marketing The Mirror News.
8. Assist with distribution of The Mirror News.
9. Weekly consultations with the instructor focused on using publication standards for collecting, evaluating, selecting, and editing online submissions to the Mirror News.
10. Set and meet production deadlines.

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

Deadline: Open until filled