

**Henry Ford
College Job
Announcement
Copy Editor of The Mirror
News**

Primary Responsibility: The Copy Editor is primarily responsible for selecting and proofreading articles submitted for publication in the Mirror News student newspaper.

Reports to:

The Editor-in-Chief and Advisor

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.

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 copy editing and for ethics in journalism
3. Analyze the structural pattern of specific news stories, feature stories, and reviews for a balanced perspective of information

4. Analyze how professional writers use quotations and transitions to develop a news and feature story
5. Identify bias and timely information in a news story
6. Recognize and evaluate accuracy in news and feature writing
7. Evaluate news worthiness of information from a variety of sources
8. Evaluate stories for logic, organization, clarity, and quality of writing
9. Evaluate the relevance of news stories
10. Collect the facts and quotations necessary for a news story
11. Write and edit a news story so that it is concise and free of bias
12. Organize the facts and quotations for a news story in a logical manner
13. Evaluate effective leads
14. Write clear and concise sentences and paragraphs per Associated Press guidelines
15. Edit news stories to eliminate errors such as comma splices, run-ons, and fragments.
16. Proofread entire newspaper prior to print
17. Conduct writing and editing sessions with Mirror News staff
18. Assessment of Academic Achievement:
19. Weekly consultations with the instructor in the respective discipline. The consultations will involve oral and written assignments evaluating the student's knowledge of journalism standards for copy editing with an emphasis on editing for the campus newspaper.
20. Weekly consultations with the faculty advisor to the Mirror News.
21. Monthly publication of The Mirror News.

To apply for the Copy Editor, 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