

Copy Editor

Department: Editorial

Reports To: Copy Desk Editor

Paid: Yes

Are you diligent and precise with language? Do you nitpick grammar? Are you passionate about AP style? Sounds like you're a budding copy editor. The Minnesota Daily is looking for young copy editors who enjoy fast-paced environments, and who are ready to help make the Minnesota Daily newsroom's copy crisp and clean.

Responsibilities:

- Primarily edit copy, design pages, write headlines
- As the last reader of copy, the copy editors:
 - Fact-check
 - Check spelling and punctuation
 - Edit for readability, formatting, and grammar
 - Edit for libel and plagiarism
 - Remain cognizant of AP and Daily style
- Responsible for calling reporters or editors when questions or problems with a story arise
- Other duties as assigned by the Copy Desk Chief

Qualifications:

- Must be a University of Minnesota student
- Copy editing and page design preferred but not required
- Must pass a copy-editing test
- Experience with Adobe InDesign a plus
- Must be able to work effectively under strict deadlines
- You ***do not*** need to be in the journalism school to apply for this position. We welcome applicants from all majors and backgrounds!

To apply: Visit www.mndaily.com/page/jobs or send cover letter and resume to hr@mndaily.com

Disclaimer: This job description is only intended to be a summary of the responsibilities and qualifications required in the day-to-day work for this position. It is not exhaustive in nature. The Minnesota Daily reserves the right to change the job description at-will and to modify an employee's job role at any time to best benefit the organization.

The Minnesota Daily is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, creed, sex, sexual orientation, gender identity/expression, marital status, national origin, age, disability, genetics or any other characteristic protected by federal, state, or local law. **All students are encouraged to apply.**

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