
Copy Editor

Department: Editorial

Reports To: Copy Desk Editor

Hours: 10-15 hours/week

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 edits copy, designs pages, writes headlines.
- As the last reader of copy, the copy editors will: Fact-check; check spelling and punctuation; edit for readability, formatting and grammar; edit for libel and plagiarism; and remain cognizant of AP and Daily style.
- Responsible for calling reporters or editors when questions or problems with a story arise.

Qualifications:

- 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.
- Must be a University of Minnesota student.
- You ***do not*** need to be in the journalism school to apply for this position. We welcome applicants from all majors and backgrounds!

This job description is a summary of the skills, qualifications, and essential functions 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 and to modify an employee's job role at any time to best benefit the organization.

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

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