**Sports editor job description**

Job brief

The Sports Editor is a leader and student manager responsible for overseeing content production on the Sports desk. This person is actively engaged in the production of content and dedicated to the overall quality of the desk. The position requires a commitment of 10-20 hours per week of work-related duties.

Responsibilities

* Monitor the news daily to keep abreast of sporting events and issues that need to be covered and see that no pertinent news is missed.
* Work with reporters to generate story ideas.
* Ensure that all areas of sports are regularly covered. At the minimum, the sports desk must regularly cover:
* University intercollegiate athletics
* EMU Club Sports
* Major professional and college sports, as appropriate  
  — Put together large, special sections or supplements for home football or basketball games, or as required.
* Prepare a daily budget for sports pages and select photos to accompany stories.
* Write headlines and summaries for sports stories.
* Coordinate with the graphics department to ensure as many stories as
* possible have a visual element with them by posting photo and graphic tip sheets, and when appropriate, by sending reporters out with a camera.
* Assist reporters in writing and in improving their work.
* Write a minimum of 30 inches of copy per week (additional writing is
* optional).
* Become extremely familiar with the rules of Associated Press and Emerald style.

Requirements

* Helps to professionally communicate with prominent members of the Athletic Department in order to build trust within the community.
* Possesses a strong grasp on the AP style sections relevant to sports.
* Helps to coach sports-specific skills in reporters.
* Writes frequently for the desk, and helps with production of special editions