



## THE CRESCENT COPY EDITOR

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*Marketing & Communications*

### **DESCRIPTION**

*The Crescent* employs two copy editors. The copy editors are responsible for preliminary proofreading and for making various edits to approximately 10-12 articles in 2 sections of print issue (either Arts/Culture & Feature and Opinion, or News and Sports); maintain communication with reporters and faculty adviser to ensure all articles are written and received; writes 1-2 articles per print issue and one article a week for the online publication.

### **QUALIFICATIONS**

Qualifications and skills required for this position include: being comfortable with editing, a good understanding of grammatical mechanics and journalistic writing, strong personal writing skills, knowledge of the AP style, promptness in responding to emails, and clear communication skills.

Applicants must be full-time students (minimum of 12 credit hours) in good standing with George Fox University for the duration of the time they hold their position. A minimum cumulative GPA of 2.5 is required at the time of application and must be maintained for the duration of the position.

### **TIME COMMITMENT**

- Around 10 hours per week on average (layout days may increase time)
- For payment inquiries, visit the ASC offices