**Editor-in-Chief (20 hours + full tuition scholarship)**

The editor oversees all yearbook operations and is the chief representative of The Baylor Roundup yearbook. He or she manages the overall editorial direction of the yearbook, working closely with section editors to provide thorough, responsible, ethical journalism to our readers. The editor is the team leader, casting the vision for Roundup coverage and setting measurable goals to fulfill that vision. He or she will meet regularly with senior editors to assess progress toward those goals and brainstorm ways to improve content. He or she must be highly organized and excel in creating and maintaining a culture of communication among staff members.

The editor-in-chief edits all pages and is the primary liaison between the Baylor Roundup and Balfour Publishing. He or she will also oversee the Roundup’s social media accounts and work closely with the marketing team in creating strategies to promote yearbook sales and portraits.

Applicant must be proficient in Adobe InDesign, familiar with Associated Press style and have demonstrated writing and design abilities. Must have at least one year of prior student publications experience.

**Section Editor (12 hours + $500 scholarship per semester)**

Section editors oversee all content in their respective section (student life, academics, sports, Greeks & organizations), incorporating a wide variety of viewpoints that reflect the diversity of our readers. They are responsible for ensuring thorough, year-round coverage of all significant events and issues within their content area. The section editors will assign stories, assisting in coverage themselves as necessary, and work closely with the photo editor in creating assignments.

Section editors will edit all copy for content, grammar and Associated Press style. They must be meticulous editors and have a keen eye for design. They must have exceptional communication skills, be highly organized and demonstrate strong writing and editing abilities. Proficiency in Adobe InDesign is required. Adobe Illustrator and Photoshop/Lightroom skills are preferred but not required.

**Photo Editor (12 hours + $500 scholarship per semester)**

The photo editor is responsible for leading the photography staff in providing quality photojournalism for The Roundup. He or she will manage photo assignments and scheduling for the photographers. The photo editor must be highly organized and excel in communications, as he or she will work closely with the section editors to supply visual content for The Roundup. He or she must have demonstrated proficiency in photography and Photoshop/Lightroom and possess strong leadership skills. The photo editor must be proficient with DSLR cameras and be able to train the photo staff in technique, equipment and software as necessary. He or she must possess a sense of urgency and be able to quickly organize coverage for breaking news. The photo editor will work closely with the editor in providing visual content for social media accounts.

**Photographer (10 hours)**

Roundup photographers must understand news values and the difference between snapping pictures and being a visual journalist. They are journalists who report news in a visually compelling way. They must possess a sense of urgency and be ready to cover breaking news with little notice. They must have an eye for composition and be proficient with DSLR cameras and Photoshop/Lightroom. Photographers are responsible for event coverage, features, portraits and illustrations as assigned. They will regularly provide content for Roundup social media accounts.

**Staff Writer (10 hours)**

The Roundup staff writer is responsible for writing stories for every section of the yearbook. He or she must be well-versed in news writing and feature writing skills and have a strong command of grammar, spelling and AP style. Writers must have good interpersonal skills and the ability to meet deadlines as assigned.