

**The Rocky Mountain Collegian   
News Editor**

The News Editor is a leader who oversees content production on the news desk. The News Editor maintains a presence in the newsroom and is actively engaged in and dedicated to the overall quality and production of content for the Collegian’s digital and print products. The position **requires a commitment of 12 hours per week of work-related duties**. The News Editor works with a second News Editor to oversee all news content at the Collegian.

This position is a one-year appointment, subject to a performance review or full rehiring processes after one year at the discretion of the Editor in Chief.

**The ideal candidate possesses the following qualities:**

* Possesses a strong grasp on micro- and macro- editing and AP style relating to news.
* Thinks ahead and plans for success.
* Understands the importance of working outside of business hours to respond to newsworthy events.
* Possesses strong communication skills and an ability to make decisions under pressure.
* Effectively balances time commitments outside of work.
* Responds to newsworthy events and prioritizes timeliness.
* Possesses a strong understanding of journalist ethics.
* Prioritizes teamwork to maintain an inclusive and professional culture on the desk.
* Is committed to the Collegian’s alt-weekly print news approach, and has an eye for evergreen longer-term news stories.

**Main Responsibilities**

* Helps plan an appropriate amount of content for the week.
* Helps professionally communicate with prominent members of the University and the City in order to build trust within the community.
* Plans for multimedia coverage and packages, and communicates with the appropriate people to set reporters up for success in order to accomplish a strong digital presence.
* Helps coach basic news reporting skills in reporters.
* Communicates frequently with managing editors about problems that could disrupt production.
* Writes frequently for the desk, especially in breaking news situations.
* Works with the News Editor and managerial staff to provide resources necessary for investigative reporting to occur.



**Managerial Responsibilities**

* Helps run weekly planning meetings for the desk.
* Keeps reporters accountable for content production through the implemented feedback system and through direct communication.
* Attends daily budget meetings during online production, holds a weekly desk content meeting with the Life and Culture and Arts and Entertainment desk and attends the weekly all-staff content meeting in order to communicate with the other editors.
* Edits one-on-one with reporters and provides feedback.
* Holds weekly office hours to be available and accessible to reporters.

**Compensation**: Compensation will be $15.00 per hour. Employees are encouraged to apply for CSU work study.

**Work Study Disclaimers:** Colorado State University may conduct background checks on all final candidates. Employee Benefit information through Colorado State University can be found on HR’s Website: <https://hr.colostate.edu/current-employees/benefits/>.

**To apply**: Submit a resume, cover letter and three relevant clips to aseibel@collegian.com with the subject line: “Collegian 2025-2026 Application: News Editor.” Interviews will be scheduled and held by the Editor-in-Chief. Be prepared to answer questions regarding the attributes and responsibilities listed above. Positions will be open until filled, with a final deadline of May 5. Priority application due April 23.

***About Rocky Mountain Student Media***

*Rocky Mountain Student Media Corp’s Mission:*

*● Providing CSU students with hands-on, real world training to develop the skills needed for successful post-college careers.*

*● Delivering news, entertainment, and engaging content to the CSU and Fort Collins communities.*

*For a full EOE and DEI statement (and for other corporate info) visit:* [*https://rmsmc.com/documents/*](https://rmsmc.com/documents/)