

**Role:**

Deputy Section Editor

Sections: Comment, Features, Profile, Science and Technology, Pink, Gen Z and Style, Entertainment, Food and Drink, Sports, Identity, Gaming, OxYou (satire), Green.

Purpose of the post:

To help run a Section of the newspaper, including writing and commissioning content for publication both in print and online.

Coordinating with the creative director to upload articles to social media, and keeping track of the article tracker.

Student Group: The Oxford Student

Responsible to: Your Section's Editor

Key Responsibilities

1. Commission content and create content for your section on a weekly basis, chase authors for content and assure there is enough for the fortnightly print edition. Ensure that content is uploaded onto the content spreadsheet.
2. Sit in on "Laying in" (putting your section together) using Adobe InDesign.
3. Decide on your section's tone and style, in consultation with the Section Editors
4. Work efficiently under your Section Editor
5. Coordinate with the Creative Director to ensure articles are uploaded to social media.

Health & Safety

- Comply with all Health and Safety legislation and Oxford SU policies.
- Take personal responsibility for Health and Safety of yourself and those around you.
- Undertake appropriate training at Oxford SU as required.

General Duties and Responsibilities

- Promote the purpose and behaviors of The Oxford Student through interactions with internal and external stakeholders, ensuring productive working relationships.
- Work in a way which is compatible with Oxford SU equality and diversity policies
- Attend meetings and training events as required.
- Have a flexible approach to duties and work. Adopt a teamwork style across the committee.

A good candidate will be a matriculated student at the University of Oxford with enthusiasm and experience in writing and/or editing. They will be highly organised, motivated, and capable of working well as part of large team. They will seek to have an awareness of their team's needs and abilities and provide good support when needed. Crucially, a good candidate will hold themselves and their team to a high standard of journalistic ethics.

