

Undergraduate and graduate students of all academic concentrations are encouraged to apply to the *Daily Trojan*. Previous newspaper experience is helpful but not required for starting positions. Applications are available at www.dailytrojan.com/apply. E-mail questions to apply@dailytrojan.com.

NEWS

News Editor — Oversees the production of the news section, including editing and creating page layouts. Hosts staff development workshops and maintains the cohesion of the section.

News Assignment Editor — Creates the weekly pitch sheet and makes sure stories are taken in a timely manner to ensure deadlines are met.

Assistant News Editor — Assists news editors in daily production using InDesign, Wordpress, writing social captions and writing photo captions. An opportunity to learn more about news production.

Beat Writer — Works with the editors to regularly produce stories pertaining to the beat topic. Beats vary from USG, Science/Technology, South L.A., etc.

News Staff Writer — Produces at least three stories a month. Addresses edits in a timely

FEATURES

Features Editor — Manages a small group of digital staff writers in assigning long-form, in-depth stories. Helps to infuse daily news content with feature stories that may incorporate informative graphics and special photography.

Features Staff Writer — Pitches and produces stories as assigned across different topics.



OPINION

Opinion Editor — Oversees the production of the opinion section including editing and creating page layouts. Reviews pitches to curate a broad range of topics and perspectives.

Assistant Opinion Editor — Assists opinion editors in daily production using InDesign and Wordpress. An opportunity to learn more about news production.

Opinion Columnist — Writes a biweekly opinion article within the realm of a specific theme or topic (i.e. urban planning, politics, mental health).

Opinion Writer — Pitches and writes opinion articles relevant to L.A., University life and the USC community.

COPY

Chief Copy Editor — Ensures all content follows *Daily Trojan* and Associated Press style. Maintains and updates style guidelines for all sections. Gives the final copy edit on all stories before proofs. Manage all copy editors.

Deputy Copy Editor — Takes three-hour shifts and works directly with the Chief Copy Editors to coordinate and oversee shifts with copy editors. Also responsible for being on-call to take breaking news, late shifts and helping to organize workshops for the general staff.



ARTS & ENTERTAINMENT

A&E Editor — Oversees the production of the A&E section, schedules stories, edits articles and creates daily page layouts. Coordinates for press opportunities and works closely with writers to improve skills.

Assistant A&E Editor — Assists A&E editors in daily production using InDesign and Wordpress. An opportunity to learn more about news production.

A&E Columnist — Covers a specific topic within the A&E realm such as food, video games or literature bi-weekly. Takes deep dives into chosen topic.

SPORTS

Sports Editor — Oversees the production of the sports section, including editing and creating page layouts. Hosts staff meetings and reviews pitches. Helps writers improve skills and teaches them to properly engage and interact with SIDs and athletes.

Assistant Sports Editor — Works closely with senior editors and as the semester progresses, learns to do many of the duties a senior editor has to do. Learns to do social caps and organize a weekly budget, as well as learning how to format stories on InDesign.

Sports Columnist — Writes a biweekly article relevant to the sports world, an opportunity to write about something other than just the usual previews or recaps.

Sports Staff Writer — Pitches and writes articles relevant to USC sports or sports in the Los Angeles area.

DAILY TROJAN

WHAT YOU CAN DO » DIGITAL/INTERNAL ROLES

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ART & DESIGN

Art & Design Director — Oversees the hiring process of new artists and cartoonists. Receives forms requesting art pieces from writers and editors then assigns the requests to the artists to complete.

Artists — Responsible for fulfilling art requests (original work) submitted by writers and editors. Each artist will either choose or be assigned 1-2 art pieces a week to complete.

Designers — Responsible for fulfilling design requests, using a combination of photos and original work, submitted by writers and editors. Each designer will either choose or be assigned 1-2 art pieces a week to complete.



STAFF DEVELOPMENT & RECRUITMENT

Staff Development and Recruitment Director — Oversees the professional and creative training as well as recruiting mechanisms for the entire *Daily Trojan* staff. Conducts a semester-long training program for all sections' assistant editors, and oversees software training for new section editors. Holds skill-building workshops, guest speaker events, assists with staff retention improvements, and assists with onboarding and staff member selection.

DIVERSITY, EQUITY AND INCLUSION

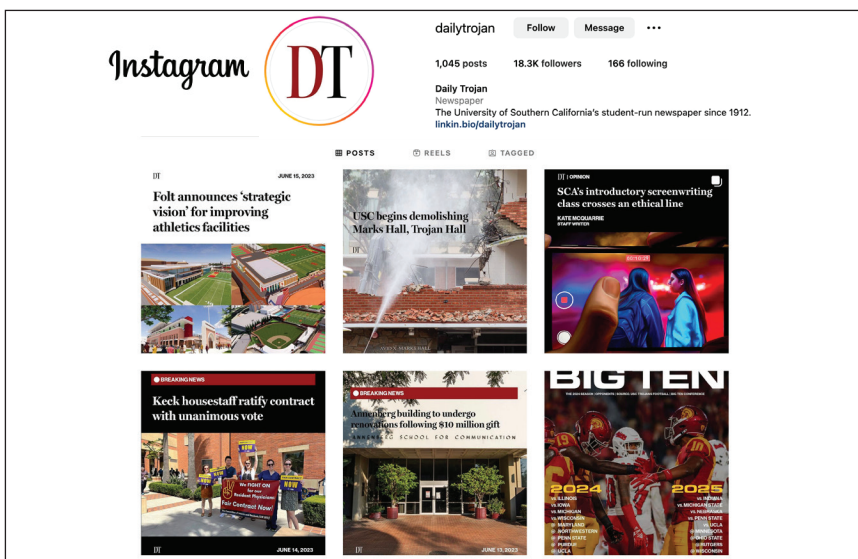
DEI Director — Fosters an inclusive environment and challenging traditional ways of thought to better report on the communities at USC through internal surveys, workshops and community building.

DEI Committee Member — Serves on a committee headed by the DEI Director

SOCIAL

Social Editor — Responsible for the pitching, creation, posting and management of the *Daily Trojan's* social media content (Instagram, Twitter, TikTok). Pitches and produces promotional content for print material, as well as social-exclusive material (TikToks, Reels, interactive content, live updates)

Social Staffer — Helps the social editor with social media posts, including Instagram, Twitter and TikTok.



PHOTO

Photo Editor — Coordinates with print section editors to ensure written content has accompanying photojournalism as needed. Assigns coverage, submits press credential requests for both print and photo journalists, edits images as needed and oversees the training and development of staff photographers.

Photographer — Shoots news, sports and arts events as assigned.

HOURS

Time commitments at the *Daily Trojan* vary between sections and positions, but can range from a few hours to 40 hours per week.

HONORARIUM

Depending on position, staff members are paid per piece published in the *Daily Trojan* or for time commitment. All staff are evaluated by the editors.

ONLINE

Online Editor — Oversees the timely production of multimedia online projects published to the *Daily Trojan* website.

Online Staffer — Assists with formatting articles, text, photos, and other file types to create engaging and cohesive online projects uploaded to the *Daily Trojan* website.

VIDEO

Video Editor, Staffers — Produces, writes scripts, and edits videos to be published on the *Daily Trojan* website and social media pages.

PODCAST

Podcast Editor, Staffers — Produces, writes scripts, and edits podcasts to be published on the *Daily Trojan* website and podcast platforms.