Academics and Administration Section Editor:

Works with Photo Editor to schedule group and individual photos of administrative and academic units who purchase space in the book. Reaches out to new offices on-campus units to see if they are interested in obtaining space in their book. Professionally e-mails and interacts with on-campus departments. Keeps in good contact and communication with departments and the Advisor about page developments. Collects content from departments who purchase pages and send departments proofs of their pages as requested. Works closely with Advisor to draft contracts, manage payment options, etc.

Along with the section's responsibilities, the Academics and Administration Editor is in charge of also following general Editor duties such as:

- Updating the Managing Editor on a weekly basis of the status of interns and alerting the Managing Editor of any important intern developments (good and bad).

- The Editor is responsible and accountable for content on section pages by the deadline (as defined by Editor-in-Chief).

- Work with all editors to integrate material and create a section that is stylistically consistent with the book concept.