Managing Editor

As a Managing Editor your main job is to look after the interns. You will have to keep track of the interns information, attendance, the socials they attend and any mandatory assignments. Another important job is that you are in charge of creating socials and being able to execute them in order to bring together interns and have them interact with each other. You will help the Editor in Chief whenever they need assistance in various job duties. As Managing Editor, you are in charge of sending course codes and authorization codes.

If in the event that an Editor in Chief cannot fulfill their duties, and/or steps down, the Managing Editor will take the role of the Editor-in-Chief as seen fit by the Advisor.

Along with the section's responsibilities, the Design 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.