

- Check messages and field phone calls for the editors and reporters on the newsroom phone. I get calls from past contributors, editors of other Canadian student newspapers, reporters for other publications such as the Times Colonist who are looking for campus sources and information, community members with comments, questions or suggestions on content, event organizers or other promotions people looking to get coverage, and sources trying to catch up with our interviewers and photographers.
- My email address receives approximately 20 to 30 mass emails per weekday, which I skim for information relevant to our readers and publication and pass on to the staff and volunteers who might find them useful to pursue. I supply editors with press releases and other sources of story ideas, such as messages passed on from community members, other Martleteers, and folks who give me tips through my network. I also supply source contact information directly to writers as appropriate. Then there are emails actually to me from other staff and contacts whom I know and work with, which I try to respond to a.s.a.p. Those are about another 25-plus threads (or email conversations) per day.
- Moderation of Martlet.ca comments is ad hoc. I check and approve them when it comes up. I check in on our Twitter and Facebook feeds, and sometimes respond to folks who interact with us there, favourite great @ mentions of the Martlet and retweet as needed. I also post to these feeds to promote our work and keep our presence active.
- I meet one-on-one with writers and editors to go over strategic plans for sections, series, individual articles and major events coverage. Sometimes these are scheduled meetings, such as my weekly check-in with the investigative reporter or news editors, but for the most part, this comes about by people approaching my desk as things come up or whenever they have a moment. These add up to several hours of conversation and consultation over a week, sometimes over a day.
- I co-ordinate the weekly staff and volunteer meetings, including the Monday story-pitch and assignment session, paper critiques, Wednesday editorial and cover meetings, and other editorial staff meetings as-needed. Check/update the runsheet.
- Editing, for the most part, happens outside my office hours. I check for Canadian Press and Martlet Style, spelling, grammar, clarity, flow, etc. I do spot checks on facts, including sometimes phone calls to sources, listening to recorded interviews, reviewing cited studies and online publications, etc. All my edits for print are done using track changes, so folks can see what they missed for next time. I request rewrite, revision or additional information as necessary, and try to give as much positive feedback as I efficiently can to encourage improvement and repeat contribution. I edit and attach photos to web exclusives too, and approve videos.
- In an ideal week, I also write as needed. I love writing news briefs!

And so much more...