

The CI View Business Manager

Compensated Educational Leadership Opportunity

Associated Students Inc., California State University Channel Islands

Position Title: Business Manager	Office: The CI View
Hours: 10 hrs. /wk.	Employment Rate: \$308.75 semi-monthly flat rate payment
Supervisor: ASI Student Programs Coordinator	Student Supervisor: Editor in Chief and Media Editor
Area: Associated Students Inc.	Division: Student Affairs

Position Description

The Business Manager is responsible for supporting all business related items for The CI View including; marketing and promotion, budget tracking, advertisement sales in print and online, readership tracking, distribution, and overall outreach in the community.

Developmental Opportunities & Responsibilities

Under the general direction of the Editor in Chief and the Media Editor, The Business Manager will learn how to, and be responsible for:

Organizational Processes & Staff Oversight

- Creating and coordinating marketing & outreach plans including: publication release campaigns, social media ad campaigns, leadership and staff recruitment, advertisement sales, and general promotion for the CI View.
- Recording membership lists, meeting minutes, readership & refill data, advertisement requests, invoices, and payments.
- Overseeing and managing the delivery and distribution of each issue, working with newspaper publishers.
- Ensuring all advertisement deadlines are met in accordance with the established production schedule.
- Serving as communication liaison with both campus and external partners, communicating ad requirements.
- Serving as the student supervisor for business volunteers, editorial assistants, and interns.
- Training the business volunteers, editorial assistants, interns, and members.
- Attend weekly executive meetings with the CI View executive officers & Advisor throughout the term of office.
- Providing business-related item and personnel reports during weekly student staff meetings.
- Reviews all individual in-print advertisements prior to Editor in Chief's review & approval of pages for publication.
- Reviews all online advertisements prior to the Media Editor's review & approval.

Business Sales & Budget Tracking:

- Develops vendor relations, acquires ad sales, secures vendor payments, processes & tracks all requests related to sales.
- Drafting, maintaining, and distributing updated advertising packages and rates.
- Assisting the Editor in Chief with monitoring the current budget and developing the following year's budget.
- Tracking business income and expenses.

Journalistic Integrity & Ethics:

- Ensures all advertisement content adheres to the CI View's advertisement guidelines, brand, ethics, and policies.
- Adheres to all governing media laws concerning libel, plagiarism, privacy and obscenity, and upholds ethical conduct codes including; responsibility, freedom of the press, independence, truth & accuracy, impartiality, fair play & diversity.
- The Business Manager's failure to address unethical conduct & conflicts of interest can provide grounds for dismissal.

*Additional duties as assigned by the ASI Student Programs Coordinator

Position Qualifications

- i. Demonstrate previous leadership experience. Embraces and embodies the CI Leadership Definition: With excellence and integrity, CI leaders serve others, build community, personally flourish and act in a positive and socially responsible manner. Works collaboratively with peers, faculty, staff, community members, business owners and publishers.
- ii. It is preferred but not required, that applicants possess strong knowledge of or experience with journalism/publication, business management, advertisement sales, marketing and/or understand newsroom dynamics.

Appointment

- i. This appointment will be for one academic year starting July 1 of the current year through May 31 of the following year. This position is contracted through winter, spring and summer break. If eligible, the current editor may re-apply for the editor's position to be considered for the subsequent year.
- ii. This position is required to work a minimum of 3 hours weekly on Fridays. Scheduled hours must overlap with other executive team members office hours.
- iii. Attend weekly Friday executive meetings with the CI View executive officers & Advisor throughout the term of office.
- iv. Typically 8 times throughout the year this position will attend prep for press days on Fridays (8 a.m. – 5 p.m.) and distribution on Tuesdays from 7:30 – 9 a.m.
- v. Attend monthly ASI Leadership Development meetings throughout the term of office.

Conditions of Employment

- i. Must pass a background check and may be subject to drug tests.
- ii. *Undergraduate student:*
 - o Be currently enrolled at CI.
 - o Be enrolled in a minimum of 6 units throughout the term of service.
 - o Applying sophomores, juniors, and seniors must have a minimum cumulative and semester CI grade point average of 2.5 at the time of selection and must maintain this minimum average throughout the term of service.
 - Applying freshman will not have a CI grade point average at the time of selection, and thus must have a minimum cumulative and semester CI grade point average of 2.5 following completion of their first semester, and must maintain this minimum average throughout the term of service.
 - o Be in good judicial standing (not on academic or disciplinary probation) at the time of application or at any time during the term of service.
 - o Be free of any holds on University records.
- iii. *Graduate and credential student:*
 - o Be currently enrolled at CI.
 - o Be enrolled in a minimum of 3 units throughout the term of service.
 - o Have a minimum cumulative and semester CI grade point average of 3.0 at the time of selection and must maintain this minimum average throughout the term of service.
 - Applying first year graduate students will not have a CI grade point average at the time of selection, and thus must have a minimum cumulative and semester CI grade point average of 2.5 following completion of their first semester, and must maintain this minimum average throughout the term of service.

Additional Posting Information

Submission Requirements:

Submit resume, cover letter, and student ID number to asi@csuci.edu.

Classification:

Level I Student Employee

The Business Manager position is a compensated educational leadership opportunity in which the student receives a semi-monthly, flat rate payment for the assignment. The time to complete the work of this appointment is estimated to be approximately 10 hours per week; the accountability for the work of this position, however, is output measured through adherence to the expectations of the position description, and completion of planned projects and programs. Work output, adherence to the position description, and completion of planned projects and programs will be assessed through regular meetings with the ASI professional staff supervisor.

Leadership Learning Outcomes:

ASI is committed to the development of our student leaders. Students involved in ASI leadership opportunities will develop in the following skill sets: Interpersonal skills, Problem Solving, Effective Communication, and Leadership Identity Formation.

Contact:

Annie Block-Weiss Phone: 805-437-1674 Email: Annie.Block-Weiss@csuci.edu

Students Name:	Signature & Date:
Student Supervisor Name:	Signature & Date:
Supervisor Name:	Signature & Date: