



ASSOCIATED
STUDENTS INC.
C H A N N E L
I S L A N D S

THE CI VIEW STUDENT NEWS BUSINESS MANAGER

Compensated Educational Leadership Opportunity
Associated Students Inc., The CI View
California State University Channel Islands



[APPLY!](#)



[THEVIEW](#)



805-437-2622



ASI@CSUCI.EDU

About The Role

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

- **Employment Rate:** \$531.82 semi-monthly, flat rate payment.
- **Hours:** Typically, Monday- Friday, 8am-5pm, 15 hours per week.
- **Start Date:** August 1, 2022. Required on campus employee training dates include: Monday-Friday, 8am-5pm, August 1-19, 2022. Contracted through winter, spring, and summer breaks.

Responsibilities

- Develops vendor relations, acquires ad sales, secures vendor payments, processes & tracks all requests related to sales.
- Monitor the current budget and develop the following year's budget.
- Manages The CI View office such as: checking email, inventory, contact lists & answering the phones.
- Creates and coordinates marketing & outreach plans, including publication release campaigns, digital ad campaigns, leadership and staff recruitment, and general promotion for The CI View.
- Serves as the student supervisor for business volunteers and interns.

Requirements

- ✓ Must pass a background test.
- ✓ Must be enrolled as a student at CSU Channel Islands.
- ✓ Must maintain a cumulative and semester GPA of 2.5 or higher and be in judicial good standing.
- ✓ Must work a minimum of 4 hours weekly on Fridays during the academic year. Scheduled hours must overlap with other executive team members office hours.