

approved

STUDENT LABOR POSITION DESCRIPTION

Pinnacle

Most Recently Updated 03/05/99

Position Title: Business Manager
Must work 5 hrs/wk.

I. Grade Level: 3

II. Description:

A. The following are the essential duties for the Business Manager of The Pinnacle:

1. Handles advertising sales and billing
2. Markets the classified section
3. Works with the Photographer/Layout person on placement of ads
4. Completes financial transactions and maintains financial records; ensures Pinnacle budget stays within set guidelines
5. Performs other job-related duties as assigned

B. the following are *possible additional* duties for this position:

1. Should aid advertising makeup person and editor in dummyping ads and ad layout process
2. Should work on advertising packages (i.e. Christmas, Valentine's)
3. Ensures all printing costs are justifiable and final product is acceptable
4. See that the workplace and environs are clean

III. Learning Opportunities:

- A.** Increased business and organizational skills
- B.** Supervisory and leadership experience
- C.** Interpersonal skills through working with diverse groups

IV. Basic Qualifications

- A.** General: Business and bookkeeping skills; communication
- B.** Skill: Organizational; persuasive sales personality
- C.** Physical: NA
- D.** Academic: Good standing

V. Desirable Qualifications:

- A.** Preferably a Business, Finance or Economic major; Initiative
- B.** Professionalism; charismatic

C. Responsible, takes initiative

VI. Narrative Summary:

Student handled all aspects of advertising sales and billing. Handling the advertising sales included designing special thematic advertising packages (i.e. Christmas, Valentines') Student also marketed the classified section and worked with the layout person on the placement of ads and the layout process. Student supervised the budget, made sure all printing costs were justifiable. In addition, student performed additional tasks when needed.