

USD Student Media Director of Finance

Job Application

Please read carefully and complete by printing or typing. Provide all information requested.
Please attach additional pages where instructed.

Please enclose the completed application in a manila envelope and deliver it to Marie Minnick in UC132 and sign up for an interview. If it is after hours, slide the application under the door.

Completed applications are due by:
March 15, 2023

Name: _____

USD ID: _____

Current
Address: _____

Permanent Phone: _____

Cell Phone: _____

Date of Birth (MM/DD/YYYY): _____ Units Expected: Fall _____
Spring _____

USD Email:

Expected Graduation (Month/Year): _____ GPA Cum:

Major(s)/Minor(s) _____

Will you be in San Diego at any time this summer?

Do you have access to a car?

How many hours per week are you available during the school year?

Are you available dead hours between 12-2 pm on Tuesday and Thursday?

What other commitments/involvements will you have for the 2020-2021 school year? (Include hours for each)

What Accounting/Finance, Business, Management, or Communication courses have you taken or are currently taking that are pertinent to the position you are applying for?

Course:

Semester:

Grade:

By applying for the Director of Finance position you are agreeing to uphold the responsibilities expected of the Station manager as stated in the *Student Media Council Charter*, which include:

- Meets weekly with Operations Advisor.
- Meets monthly with all leads.
- Meets weekly on Tuesdays dead hours with The USD Vista.
- Interview & hire Advertising Manager.
- Supervise, communicate regularly, and assist in Advertising Manager.
- Working with the media leads to prepare summer, fall, and spring budgets including advising for requests.
- Update all media kits (Advertising Guides).
- Make purchases as needed for each media department and media in general.
- Reimburse meal and conference expenses.
- Reimburse weekly expenses.
- Reconcile revenue and expenses
- Manage advertising billing (tear sheets, invoices).
- Collect and record and deposit payments
- Participate in all Student Media Council Meetings

Qualifications and expectations:

- Applicant must be a full-time undergraduate student at the University of San Diego; i.e., be enrolled in the equivalent of no less than 12 semester hours at the time of application and continue with 12 semester hours during the term of appointment as Director of Finance.
- Shall be in good standing; i.e., not be on academic or disciplinary probation.
- Shall have posted no less than a 2.5 grade point average in the semester immediately preceding selection as Director of Finance and shall maintain a 2.5 grade point average during his/her entire term as Director of Finance.

- Shall not graduate from the University during the term of appointment to the position of Director of Finance.
- Shall not hold an elected or appointed position in the student government during tenure as Director of Finance.
- It is strongly recommended that the Director of Finance will have taken ACCT 201 and have experience using Microsoft Excel.

Important dates:

- March 22-April 5, interviews
- April/May, shadowing
- May 16, 12:15-2:15 transition meeting with old and new leads
- August 25, 9am-1pm Media leads/exec retreat and WSA training
- August 29, Media teams working day

On separate paper, please answer the following questions (should not exceed 2 pgs.):

1. What new ideas/suggestions do you have to offer the advertising department of the newspaper?
2. How do you feel about managing your peers? Please give an example when you have had to do so.
3. What role will The USD Student Media play in your future?
4. What familiarities do you have with the responsibilities of this particular position?
5. What experience do you have creating a budget, managing accounts receivables, and using Microsoft Excel?
6. Describe a situation in which you had to make a difficult decision. Be sure to describe the environmental conditions, circumstances, and consequences of your final decisions.

Please attach a copy of your most recent resume and unofficial transcript.

I hereby certify that the answers and other information contained in this application are correct. I understand that any misrepresentation or omission of facts on my part will be justification for separation from the Vista's service, if employed. I also understand that employment may be contingent upon receipt of an alien registration number, verification of my birth, or any pertinent information bearing upon my employment and my continued employment.

Signature

Print Name

Date

An Equal Opportunity Employer (EOP)

The University of San Diego is an equal opportunity employer, and does not discriminate on the basis of race, religion, national origin, sex, handicap, and marital status or status as a disabled veteran. Info provided in the application will not be used for any discriminatory purposes.