

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 5, 2025

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 2024-2025 school year? (Include hours for each)

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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 preparing summer, fall, and spring budgets including advising for requests.
- Update budgets with actual incurred costs.
- 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:

- February 3 - March 5 - Applications available for lead positions (Director of Operations, EIC, Station Director, Station Manager, Director of Finance and Web editor)
- March 5 – Applications due (**hard copy turned in to UC 132**)
- March 18 – 25 – Interviews of candidates
- March 28 – Candidates notified

- March 31 – May 9 – Job shadowing, transition meeting and selection by new leadership of the remainder of their staffs
- May 15 - Transition meeting – 12:30-2pm
- August 29 - Lead Fall Training Meeting (9am-1pm - lunch w/VP's, Dean, etc)

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.