

# **The Observer 2021-2022**

## **Austin College Student News Site**

### **Business Manager**

(1 position available)

The Business/Promotions Manager will:

- Attend staff meetings;
- Maintain the operating budget and payroll for The Observer; including all paperwork;
- Formally report the monthly financials to the Adviser and Editor;
- Work with Student Assembly to requisition capital purchases when needed;
- Reserve meeting rooms as needed;
- Make purchases through the budget related to The Observer (supplies, refreshments, resources);
- Work with the Social Media coordinator to promote The Observer the AC Mobile App, Opportunities Fair, fliers, and special events;
- Develop, schedule one hosted event for the student body each semester with the purpose of education, entertainment, or raising awareness of an important issue;
- Meet with the adviser as needed;
- Other duties as assigned;
- Must be a third year or older student classification (negotiable)

*Updated 4/22/2021/LER*