**Logo, company name

Description automatically generated**

**Circulation Manager**

Academic Year: 2023-24.

Deadline for all materials is 11:59 p.m. CST on Sunday, April 9, 2023.

Applications should be emailed to incoming executive director Hope Moses at [hope.moses@marquette.edu](mailto:hope.moses@marquette.edu).

Materials to submit include:

- Attached form and answers to questions below

- Résumé

- Class schedule for fall 2022 semester

Best of luck and thank you for your interest in Marquette student media.

**Job description for Circulation Manager**

**Position Purpose:**

The Circulation Manager of the Marquette Wire is responsible for overseeing the delivery of the weekly Marquette Tribune and semesterly Marquette Journal.

**Nature and Scope:**

The Circulation Manager of the Marquette Wire hires, manages, trains and schedules the circulation staff that delivers the Marquette Tribune and Marquette Journal at locations on designated routes.

**Specific job duties:**

* Hires a staff who can deliver the newspapers during required times
* Hires a person who can complete the car route
* Schedules all routes and completes newspaper audit
* Updates schedule based on staff member changes, fills in for absent members or finds suitable replacements
* Addresses all circulation issues from the public
* Properly recycles old newspapers
* Completes distribution of Marquette Journal

\*Note: This job description can be altered by the Executive Director if needed throughout the academic year.

**Information for Circulation Manager, Marquette Wire**

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

POSITION APPLYING FOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ACADEMIC MAJOR:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MINOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OVERALL GPA (Optional): \_\_\_\_\_\_\_\_\_\_\_\_\_

YEAR IN SCHOOL\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CITY:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

STATE/ZIP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_