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**MARQUETTE WIRE ASSISTANT PRINT MANAGER APPLICATION**

Academic Year: 2024-2025

Applications should be emailed to incoming Print Production Manager Clara Lebrón at [clara.lebron@marquette.edu](mailto:clara.lebron@marquette.edu). Once the application is turned in you will receive an email to schedule an interview.  If off campus, virtual interviews can be arranged.

**There are two openings for this position. Please be sure to apply promptly. If they are not filled in after the interview process; applications will then be accepted on a rolling basis until both positions are filled.**

The two positions are: Assistant Journal Manager or Assistant Tribune Manager.

Materials to submit include:

- Attached form

- Résumé

- Typed responses to the questions below

- At least 3 writing and/or multimedia sample

\*Please specify if you are interested in the Tribune Assistant Print Manager position or the Journal Assistant Manager Position

Best of luck and thank you for your interest in Marquette Student Media.

**Job Description:**

Assistant Print Managers help oversee and coordinate all content for the Marquette Journal and Marquette Tribune, working closely with the Print Operations Manager. The Assistant Manager is expected to have extensive, superior knowledge of journalistic and newspaper coverage. They are responsible for assisting in assigning all Journal and Tribune content, setting content deadlines and helping in the overall production.

**Responsibilities:**

* Assists in overseeing all content for the Marquette Journal and Marquette Tribune.
* Works closely with Print Operations Manager, Executive Editors, and Design Chief
* Able to work independently when the manager is not available
* Edits online and print stories for content and grammar.
* Helps develop ideas for Journal and Tribune content.
* Attends All-Staff meetings.
* Attends Journal and Tribune production sessions.
* Attends Wire student media training week (typically the week before classes begin).

**MARQUETTE WIRE ASSISTANT PRINT MANAGER EDITOR APPLICATION**

NAME:

PRONOUNS (Optional):

POSITION:

ACADEMIC MAJOR:

MINOR (if declared):

OVERALL GPA (Optional):

GPA IN MAJOR (Optional):

YEAR IN SCHOOL:

E-MAIL:

PHONE:

CAMPUS ADDRESS:

HOME ADDRESS:

CITY:

STATE/ZIP:

**QUESTIONS**

(*please answer succinctly)*

1. Why do you want the position you are applying for and what do you hope to accomplish through it?
2. What previous experiences have prepared you for this position?
3. Give a critique of the Tribune or Journal and its content. What do you like? What could be improved?
4. Explain your conflict-resolution style and how you would handle disputes at all levels of student media.