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**Application for Circulation Manager**

Academic Year: 2024-2025

**Applications will be accepted on a rolling basis until the position is filled.**

Applications should be emailed to Production Director Isabella Fonfara Drewel at [isabella.fonfaradrewel@marquette.edu](mailto:isabella.fonfaradrewel@marquette.edu).

Materials to submit include:

- Attached form and answers to questions below

- Résumé

- Class schedule for fall 2023 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
* Attends monthly All-Staff meetings

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

**MARQUETTE WIRE CIRCULATION MANAGER APPLICATION**

NAME:

PRONOUNS:

ACADEMIC MAJOR:

MINOR:

OVERALL GPA (Optional):

YEAR IN SCHOOL

EMAIL:

PHONE:

CAMPUS ADDRESS:

HOME ADDRESS:

CITY:

STATE/ZIP:

**QUESTIONS**

*(please answer succinctly)*

1) What work or classes have prepared you for this leadership role?

2) Please explain your conflict-resolution style and how you would address any situations brought to your attention.

3) What makes you the best candidate for the job?