

# ADMINISTRATIVE ASSISTANT AND LABORATORY MANAGER

## APPLICATION AND APPOINTMENT

Applications for the position of administrative assistant and laboratory manager can be submitted any time between March 1 and April 15 to the student media coordinator. Applications are evaluated and ranked by the executive editor. Appointments are announced on May 1.

## QUALIFICATIONS

- A. Must be a full-time student with a cumulative grade point average of at least 2.0 unless waived by the student media coordinator.
- B. Must be enrolled for a minimum of nine hours and be of sophomore standing or higher.
- C. Must possess good citizenship and have a commitment as well as a healthy respect for upholding university policy regarding student media, which protects a free and responsible press.

## TERM

The administrative assistant will serve from May 1 to April 30 of the following year. If he/she is interested in serving another term, he/she must reapply.

## RESPONSIBILITIES

The **administrative assistant and laboratory manager** of The Hornet Tribune is the office manager and administrative assistant of the executive editor.

### **The administrative assistant and laboratory manager will:**

- A. Type copy from rough draft or general instructions, or other materials frequently requiring independent action and discretion on problems encountered.
- B. Type schedules and maintains payroll records.
- C. Type all memos and letters assigned by the executive editor
- D. Answers the telephone in the newsroom.
- E. Answers routine letters.
- F. Maintain files. Review documents for sufficiency, obtains necessary signatures and routes appropriately.
- G. Give information in person or by telephone to other units and the public, applying significant knowledge or divisional rules, regulations and procedures.
- H. Take minutes at weekly editorial board meetings and bi-monthly staff meetings.
- I. Type minutes and distribute minutes of all meetings.
- J. Assign out AP style books.
- K. Ensure that student media laboratory is clean and well maintained.
- L. Ensure that student media laboratory is professionally maintained.
- M. Perform other duties as assigned by the executive editor.