



Business Manager

The Retriever is seeking a communicative and organized person to serve as our Business Manager. The Business Manager will learn the behind-the-scenes of operating a newspaper, including creating budgets, purchasing equipment, and hiring. The selected candidate will work with departments inside and outside The Retriever, including the Student Affairs Business Service Center and Student Activities Fee Review Board, to adhere to budget guidelines, complete purchase orders and hire or promote The Retriever staff.

This is a paid position that requires a minimum of 12 hours per week. Pay rate is \$80/week.

Responsibilities:

- Manage hiring process, promotions and demotions with Editors and the Student Affairs Business Service Center
- Completing purchases needed for The Retriever and communicating them to the Student Activities Fee Review Board
- Overseeing advertising and other revenue streams
- Planning the yearly budget for The Retriever

Requirements

- Technical proficiency in Google components such as Google Sheets, Google Docs etc.
- At least 2 years or more in business administration such as documenting purchases, calculating expenses and email communication
- Must be a full-time undergraduate student at UMBC with a minimum cumulative GPA of 3.0 and a minimum of 30 credits.

To Apply:

Email a resume and one to two paragraphs describing yourself and your qualifications to Morgan Casey (morganc1@umbc.edu)