



# THE RE-TRIEV-ER

BARK WITH BITE

## Assistant Business Manager

The Retriever is seeking an organized and dependable person to serve as Assistant Business Manager. The selected candidate will develop skills in communication, organization and budgeting. You will work with various 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 10 hours per week. Pay rate is \$40/week.

## Responsibilities:

- Help in managing semester hiring process, promotions and demotions with Business Manager and Managing Editors
- Completing purchases needed for The Retriever
- Assist in updated communications with each department of The Retriever
- Planning the yearly budget for The Retriever
- Updating and communicating with employees of The Retriever through the payroll process

## Requirements

- Technical proficiency in Google components such as Google Sheets, Google Docs etc.
- At least 1 year 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](mailto:morganc1@umbc.edu))