MEMO

From the office of the…

Underground Media + Design Manager

TO:	Members of the Executive Board
FROM:	Sandro Giordano
SUBJECT:	Updates to Underground Job Descriptions & OP
DATE:	September 30, 2016

Dear Executive Board,

Attached are amendments to the Underground Administrative Assistant job description and corresponding edits to the operating policy.

The proposed changes are a reflection of the current duties of the position. The first is an updated title from "Administrative Assistant" to "Sales Assistant". This change better captures the role this position plays in assisting the Underground Manager with the advertising portfolio. Another change is updating the hours. As outlined in Operating Policy 2.2 – Employment (Wages) – Appendix A, this position receives variable hours. On average, this position has been working 12-14 hours per week.

The Sales Assistant position has evolved from coordinating billing of clients to include researching new advertising opportunities for the MSU, both for our annual publications and weekly Silhouette advertisements. While this has been a longstanding duty for the position, it had not been outlined in the job description.

The final amendment is to assist with distribution as needed. The Underground has recently taken over the distribution of The Silhouette as well as the responsibility of monitoring MSU postering boards across campus. This position has been assisting with those duties on an as-needed basis.

Please contact me with any questions.

Thanks,
Sandro

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Sandro Giordano
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