SB24-15/16: Amending Personnel Policy–Kaimin Job Descriptions

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The Associated Students of the University of Montana  
Resolution Amending Personnel Policy – Kaimin Job Descriptions  
November 4th, 2015  
SB24-15/16  
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Business Manager  
Sponsored by:  

Whereas, The Associated Students of the University of Montana (ASUM) is bound by its Personnel Policy;  

Whereas, ASUM oversees the Kaimin;  

Whereas, the Kaimin has undergone significant changes in distribution from Monday-Thursday physical print with an online supplemental publication, to the current schedule of Wednesday only physical print and a daily online publication;  

Whereas, the Kaimin job descriptions listed in ASUM’s Personnel Policy are no longer relevant to actual duties of these positions;  

Therefore, Let It Be Resolved, that the Personnel Policy be amended to read:  

4.62 MONTANA KAIMIN (funding other than ASUM Activity Fee)  
- 4.620 Kaimin Office Manager. (classified position) The Office Manager manages the administrative functions of the Montana Kaimin and provides support to the editor, business manager and the employees of the Montana Kaimin newsroom and business office. The responsibilities include: payroll, billing, collections, accounts payable, procurement, upkeep and maintenance, oversight of office equipment, greeting customers, processing advertising insertion orders, office staff training and transition from year to year. The position works 10 months per year at .75FTE.  
- 4.621 Kaimin Editor-in-Chief. The duties of the Editor-in-Chief include, but are not limited to: the hiring of all news room employees, determining the hours of said employees, setting publication policies regarding content, directing staff, editing stories for content, style and accuracy, developing long term projects, ensuring quality of the paper, conducting regular staff meetings, conducting editorial board meetings, attending Publications Board meetings, and setting editorial writing policy.  
- 4.622 Kaimin Business Manager. The duties of the Business Manager include, but are not limited to: the hiring of the business office staff, determining hourly schedules with the Editor-in-Chief, setting and enforcing policies regarding scheduled hours and responsibilities of the office staff, attending Publications Board meetings, setting advertising rates, establishing advertising rate deadlines, contacting and communicating with national and local advertisers, preparing information and needed funding requests submitted to ASUM, determining daily newspaper size depending on the advertising
percentage, depending on the contract year, initiate bidding on the printing contract, pursuing and ensuring proper contractual procedures in the printing of the paper, establishing distribution points both on campus and off, and assuring proper advertisement placement before news room production begins.

- 4.623 Kaimin Editorial Staff. The duties for the Editors include, but are not limited to: supervising reporters, photographers and editorial contributors, reviewing and changing stories and other copy for style, content, clarity, context, grammar and conflicts; editorial content consistent with Kaimin policy, asserting complete control over the content of the stories being edited; developing story ideas and coordinating large projects, and attending regular meetings. The Kaimin Editorial Staff includes, but is not limited to:
  - Managing Editor
  - News Editor
  - Arts Editor
  - Outdoors Editor
  - Sports Editor
  - Design Editor
  - Photo Editor
  - Web Editor
  - Visual Content Editors
  - Section Editors
  - Design Chiefs

- 4.624 News/Features Staff. The duties of News/Feature staff members include, but are not limited to: reporting, writing, designing, photographing or collecting information for any of the journalism pages in the Kaimin, especially news, arts, features and sports copy; editing copy and creating graphics for the paper; producing any of the editorial content for the Kaimin, working with the editorial staff to develop story ideas and coordinating projects, finishing work by the deadline, and attending regularly scheduled meetings. The Kaimin News/Features Staff includes, but is not limited to:
  - Arts-Reporter
  - Administration-Reporter
  - Webmaster
  - ASUM-Reporter
  - General-Reporter
  - Cops-Reporter
  - Sports-Reporter
  - Photographer
  - Reporters
  - Visual Content Producers

- 4.625 Kaimin Editorial Page Opinion Contributors. The duties of the Editorial Page Opinion Contributors include, but are not limited to: writing, drawing or producing opinion pieces for the editorial page, bearing total
responsibility for the content of their opinions. The Kaimin Editorial Page
Contributors include: cartoonist.

- 4.626 Kaimin Business Office Staff. The duties of the Business Office Staff include, but are not limited to: assisting in payroll computation, answering phone calls; selling and accounting for classified advertising and display advertising walk-ins, ensuring circulation to subscribers, assisting in the computation of daily advertising percentages, pulling advertising from proof sheets, pulling tear sheets daily from each paper to accompany advertisers billing, filing, distributing mail, overseeing advertising representatives when Business Manager is unavailable, the daily creation and design of advertisements, daily budgeting of space and layout of display advertisements, working with advertising representatives and the advertisers to meet customer expectations, provides proofs to customers, overseeing daily classified advertisement, and attending meetings scheduled by the Business Manager. The Kaimin Business Office Staff includes: The Kaimin Business Staff includes, but is not limited to:
  - Office Assistant
  - Advertising Representative off-campus
  - Advertising Representative on-campus
  - Office Assistants
  - Advertising Representatives
  - Visual Designers

- 4.627 Kaimin Production Staff. The duties of the Production Staff include, but are not limited to, the daily creation and design of advertisements; providing computer skill and expertise; daily budgeting of space and layout of display advertisements; to provide proofs to customers well ahead of publications; the creation, printing and layout of the daily classified advertisements; correcting the classified advertisements when necessary; attending staff meetings called by the Business Manager. The Kaimin Production Staff includes:
  - Production—Classified
  - Production—Display

Therefore, Let It Be Further Resolved, that a copy of this resolution be sent to the individual members of the Publication Board.