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

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1                                   **The Associated Students of the University of Montana**  
2                                   **Resolution Amending Personnel Policy – Kaimin Job Descriptions**  
3                                   **November 4th, 2015**

4                                   **SB24-15/16**

5                                   **Authored by: Sarah Smith, ASUM Business Manager; Megan Dowaliby, Kaimin**  
6                                   **Business Manager**

7                                   **Sponsored by:**

8  
9                                   Whereas, The Associated Students of the University of Montana (ASUM) is bound by its  
10                                   Personnel Policy;

11  
12                                   Whereas, ASUM oversees the Kaimin;

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

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

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

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23                                   4.62 MONTANA KAIMIN (funding other than ASUM Activity Fee)

- 24                                   • 4.620 Kaimin Office Manager. (classified position) The Office Manager  
25                                   manages the administrative functions of the Montana Kaimin and provides  
26                                   support to the editor, business manager and the employees of the Montana  
27                                   Kaimin newsroom and business office. The responsibilities include: payroll,  
28                                   billing, collections, accounts payable, procurement, upkeep and maintenance,  
29                                   oversight of office equipment, greeting customers, processing advertising  
30                                   insertion orders, office staff training and transition from year to year. The  
31                                   position works 10 months per year at .75FTE.
- 32                                   • 4.621 Kaimin Editor-**in-Chief**. The duties of the Editor-in-Chief include, but  
33                                   are not limited to: the hiring of all news room employees, determining the  
34                                   hours of said employees, setting publication policies regarding content,  
35                                   directing staff, editing stories for content, style and accuracy, developing long  
36                                   term projects, ensuring quality of the paper, conducting regular staff meetings,  
37                                   conducting editorial board meetings, attending Publications Board meetings,  
38                                   and setting editorial writing policy.
- 39                                   • 4.622 Kaimin Business Manager. The duties of the Business Manager include,  
40                                   but are not limited to: the hiring of the business office staff, determining  
41                                   hourly schedules with the Editor-in-Chief, setting and enforcing policies  
42                                   regarding scheduled hours and responsibilities of the office staff, attending  
43                                   Publications Board meetings, setting advertising rates, establishing advertising  
44                                   rate deadlines, contacting and communicating with national and local  
45                                   advertisers, preparing information and needed funding requests submitted to  
46                                   ASUM, determining **daily** newspaper size depending on the advertising

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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 coordinate ~~ing~~ 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

- 92 responsibility for the content of their opinions. ~~The Kaimin Editorial Page~~  
93 ~~Contributors include: cartoonist.~~
- 94 • 4.626 Kaimin Business ~~Office~~ Staff. The duties of the Business ~~Office~~ Staff  
95 include, but are not limited to: assisting in payroll computation, answering  
96 phone calls; selling and accounting for classified advertising and display  
97 advertising walk-ins, ensuring circulation to subscribers, assisting in the  
98 computation of ~~daily~~ advertising percentages, pulling advertising from proof  
99 sheets, pulling tear sheets ~~daily~~ from each paper to accompany advertisers  
100 billing, filing, distributing mail, overseeing advertising representatives when  
101 Business Manager is unavailable, **the daily creation and design of**  
102 **advertisements, daily budgeting of space and layout of display**  
103 **advertisements, working with advertising representatives and the**  
104 **advertisers to meet customer expectations, provides proofs to customers,**  
105 **overseeing daily classified advertisement,** and attending meetings scheduled  
106 by the Business Manager. ~~The Kaimin Business Office Staff includes: The~~  
107 ~~Kaimin Business Staff includes, but is not limited to:~~
    - 108 ○ ~~Office Assistant~~
    - 109 ~~Advertising Representative off-campus~~
    - 110 ~~Advertising Representative on-campus~~
    - 111 ~~Office Assistants~~
    - 112 ~~Advertising Representatives~~
    - 113 ~~Visual Designers~~
  - 114 • ~~4.627 Kaimin Production Staff. The duties of the Production Staff~~  
115 ~~include, but are not limited to, the daily creation and design of~~  
116 ~~advertisements; providing computer skill and expertise; daily budgeting~~  
117 ~~of space and layout of display advertisements; to provide proofs to~~  
118 ~~customers well ahead of publications; the creation, printing and layout of~~  
119 ~~the daily classified advertisements; correcting the classified~~  
120 ~~advertisements when necessary; attending staff meetings called by the~~  
121 ~~Business Manager. The Kaimin Production Staff includes:~~
    - 122 ○ ~~Production Classified~~
    - 123 ○ ~~Production Display;~~

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