**Please follow all application directions and submit applications by**

**Friday, May 6 at 5 PM to wulr@uw.edu.**

***Director of Finance 2016-2017***

Time Commitment: About 1-3 hours each week (on top of other WULR commitments)

**Job Specification**

*The Online Executive Editor is responsible for managing all finances. The position requires significant organization and independence. This role coordinates with the Editorial Board, the Director of Public Relations, the Editor in Chief as well as WULR as a whole. The goal of your position is the contingency of WULR as a financially independent organization.*

**Responsibilities**

* *Manage Quarterly dues and other income*
* *Create and oversee club fundraisers*
* *Present a quarterly report to EB and club general meetings*
* *Oversee journal sales and manage invoices through Paypal*
* *Create Marketing Plan with Public Relations*
* *Create a budget based on club history and spending projections*
* *Enhance existing online journal to increase appeal and viewership*
* *Attend executive team meetings and general meetings*

**Requirements**

* *1 quarter experience in WULR*
* *Preferred finance/accounting major OR experience*
* *Exceptional organization and creativity*
* *Excellent time management & communication*
* *Strong project management and organizational skills*
* *Flexibility, and ability to maintain communication with the EIC on a regular*

Answer the following questions fully and completely in a numbered word document. There is no length requirement: we are looking for succinct, to the point answers to each question. The use of bullet points is encouraged where you deem necessary.

***Please also attach a 1-page resume to your application and any other supplementary materials you feel will enhance your application.***

1. Name
2. Year in School
3. Major
4. Number of Quarters with WULR
5. Why do you want this position?
6. What is your vision for organizing WULR’s spending, income and budget? How would you organize our finances?
7. How would you expand the readership and increase sales of the journal?
8. How can you uniquely enhance WULR’s financial situation?