

# **Western Herald**

1517 Faunce Student Services Building  
1903 W. Michigan Ave.  
Kalamazoo, MI 49008

## **Application for Circulation Manager**

Name:

Class standing/expected graduation date:

Major/minor:

Address:

Phone number:

WIN:

List job/internship experiences you believe have been valuable in preparing you for the duties of circulation manager. Include job titles, companies/organizations worked for, supervisor's names, contact information and dates worked:

List courses previously taken or presently being taken you believe have been valuable in preparing you for the duties of circulation manager. Include course name and college/university where course was taken:

What are your career goals?

What are your strongest leadership qualities? Please list at least three:

What do you perceive to be your most significant weaknesses as a leader and/or as a manager?

Please describe at least one experience you have had solving problems for or addressing concerns of unhappy or uncooperative clients/customers.

Please provide the names, phone numbers and e-mail addresses of three unrelated persons who would be willing to provide you with a recommendation. At least one reference should be a WMU faculty member or instructor from a prior college or university. The remaining references should be work-related:

Conditions of employment:

The circulation manager must be considered a full-time student by WMU Student Employment and have a 2.0 cumulative grade-point average. The circulation manager must participate in training with the general manager and/or the outgoing circulation manager prior to May 1, 2009. The circulation manager will serve from May 1, 2009 through April 30, 2010.

Please sign and date the application

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Signature

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Date

Applications must be submitted by 5 p.m. on *Friday, March 27, 2009*, to the Western Herald, 1517 Faunce Student Services Building. Please direct any questions to general manager Brian Abbott at (269) 387-2110 or at [brian.abbott@wmich.edu](mailto:brian.abbott@wmich.edu).

**Please include a resume and a cover letter with your application.**