

Student Publications

Courier

Job Description

Responsibilities:

- Must be currently enrolled at UTA
- Drive department vehicle (requires driving record check and driving safety tutorial)
- 15-19 hours per week. Monday-Friday. Hours can be somewhat flexible to accommodate class schedule.
- Drive city route for newspaper distribution on a daily basis.
- Be available to courier proofs or collect payments for ads under deadline.

Miscellaneous

- requests for errands in metroplex area.
- Responsible for mailing preparation for subscriptions.
- Maintain campus and city racks, including poster placement as ordered by media companies.
- Give newspaper count to advertising assistant on a monthly basis.
- Lift heavy bundles or boxes.
- Responsible, in part, for entry in Fourth of July parade.
- Assist in various assignments, repairs, & projects.

To apply for this position, please log onto
www.uta.edu/uta/employ and search for “Courier”
or call UTA Human Resources for more information at 817-272-3463.