

Emerald Media Group

Newspaper Delivery Application

Bicycle Delivery Job Description

There are at least 30 locations on each of the distribution routes. Two routes are on or within a couple blocks of campus. One route goes out to student housing near Autzen Stadium and along Franklin Blvd. Two routes are around the city of Eugene. Papers must be delivered in a timely manner and the boxes must be kept clean in appearance. The number of prior issues left on the stands and recycled must be monitored in order to ensure minimal waste and maximum distribution for our readers.

Requirements

Applicants must have sufficient physical strength to haul a cargo bike filled with newspapers quickly enough to complete their distribution route in two hours. Self motivation is needed as well as a tremendous sense of responsibility to the Emerald's readers.

Hours

Fall, Winter & Spring:

Week 1: Monday - Friday

Weeks 2-10: Monday & Thursday only.

6:00 - 8:00 a.m.

Summer:

Monday during summer session, also Thursday starting in August.

6:00 - 8:00 a.m.

There are two campus routes that require insert clean up. This is done on foot and takes about 1 hour. The schedule varies as preprinted inserts are scheduled into the paper randomly. Insert clean-up time is flexible between 11 a.m. - 1 p.m. on the day the insert is in the paper. Inserts are rare, and we do not generally have any inserts during summer session.

Preference will be given to UO student applicants.

Emerald Media Group

Newspaper Delivery Application

Basic Information

Name	Phone	
_____	_____	
Email	Address	
_____	_____	
Application Date	Major	Planned Graduation Date
_____	_____	_____

Current Class Schedule

Mon	Tues
_____	_____
Wed	Thurs
_____	_____
Friday	

Essay Questions

Please describe your past 2 jobs. Give references and phone numbers:

Please describe other jobs or experiences that qualify you for this position:

What do you expect to gain from working at the Emerald?

How will the Emerald benefit from hiring you?
