

JOB TITLE	Marketing Representative
DEPARTMENT NAME	The Daily
JOB LOCATION	Communications 144
CONTACT/SUPERVISOR	Kristin Millis
PHONE NUMBER	(206) 543-7666
EMAIL ADDRESS	millis@u.washington.edu
BOX NUMBER	353720
EMPLOYMENT PERIOD	Summer Only [<input type="checkbox"/>] Sum & Acad Year [<input checked="" type="checkbox"/>] Acad Year Only [<input type="checkbox"/>]
HOURS PER WEEK	Sum: 40 hrs/wk [<input checked="" type="checkbox"/>] up to 19 hrs/wk [<input type="checkbox"/>] Acad Yr: up to 19 hrs/wk [<input checked="" type="checkbox"/>]
RATE OF PAY	\$8.55 to \$11 depending on experience and duration

Duties and Responsibilities:

Marketing Representative will assist the Marketing Manager in creating advertising campaigns for The Daily, planning and executing events for The Daily.

Minimum Qualifications:

Ability to type. Ability to use Microsoft Office and email. Exemplary customer service and phone etiquette. Basic mathematics. Ability to learn new software. Ability to handle multiple tasks.

Educational Benefits:

Understanding of marketing concepts and experience.

OFFICE USE ONLY

Job Class Code: 0875 0872 Grad: 0881 0882 0883
51% Comp. to Classified: Yes [] No []
State [] Federal []
Open [] Closed []

JOB NUMBER:

11STPU01

JOB CATEGORY:

ARTS/MEDIA