

JOB TITLE	Sales Team 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 [] Sum & Acad Year [x] Acad Year Only []
HOURS PER WEEK	Sum: 40 hrs/wk [x] up to 19 hrs/wk [] Acad Yr: up to 19 hrs/wk [x]
RATE OF PAY	\$8.55 to \$11 depending on experience and duration

Duties and Responsibilities:

The Service Bureau Representative receives and manages campus and national advertising for The Daily by phone, Web, email and in person. The Service Bureau representative also assists The Daily administrative department through exemplary customer service and receiving payments for advertising.

Minimum Qualifications:

High school degree. 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:

Hands-on experience working with advertising marketing and campaigns. Opportunities to work with national advertising agencies to understand a broader perspective of media marketing. Customer service.

OFFICE USE ONLY

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

JOB NUMBER:

11STPU03

JOB CATEGORY:

ARTS/MEDIA