

JOB DESCRIPTION

Retail Advertising Representative Outside Sales

OBJECTIVE:

Sell advertising and other products for The Shorthorn, UTA's student news agency. This includes print, online and social media ads. The position works with customers to establish messaging, design ads, and assist the customer through the advertising process. Position is supervised by the student sales manager and professional advertising manager.

Qualifications:

- Must be currently enrolled at UTA. Summer semester may be waived at the discretion of Student Publications Director.
- Reps are required to work a minimum of 15 hours. Monday-Friday afternoons are preferred.
- Excellent oral and written communication skills.
- Must have daily use of reliable automobile.
- Must be in good academic standing with the university.
- Business casual dress.

Responsibilities:

- Develop customer service skills while working with area business owners.
- Successfully match Shorthorn product packages to customer needs.
- Meet biweekly sales quotas.
- Prospect potential advertisers to build account list.
- Practice consistent, professional communication with colleagues and customers.
- Attend a weekly sales staff and training meeting.
- Other responsibilities as needed.

Benefits:

- All positions are paid.
- Up to 5 hours of tutoring paid for by the department.
- Exclusive sales training.
- Resume building opportunity.