

The Diamondback

Internship – Circulation Coordinator

Job Description

The Diamondback Circulation Coordinator position is flexible and broadly-defined. The Circulation Coordinator will report to the Advertising Manager and assist her in many of her job duties.

The hours to be worked each week are flexible, based upon the applicant's schedule. The tasks to be performed at this job shall include, but are not limited to, the following:

- Recruiting students to distribute newspapers at University events and help with auditing
- Auditing the newspaper on a bi-monthly rotation
- Documenting the conditions and locations of the Diamondback newspaper stands
- Creating campaigns to increase readership on-campus
- Generating a mailing list for on-campus dorm delivery
- Developing a relationship with the Residents Hall Association to gain access to freshman dormitories for freshman welcome

Questions about the Circulation Coordinator position, or any other position available in the Advertising Department of Maryland Media, Inc., can be directed to:

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