

# The Diamondback

## Advertising Assistant

### *Job Description*

The Diamondback Advertising Assistant is an hourly position. The Advertising Assistant 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, but must be at least 5 hours per week. The tasks to be performed shall include, but are not limited to, the following:

- Selling advertising for the Mitzpeh and the Eclipse.
- Routine, light office work, including answering phones, handling university accounts, & filing.
- Data entry of any marketing surveys or research that may be ongoing at the time of employment.
- Completing paperwork for senior sales representatives.

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

Chelsea Madden  
Advertising Manager  
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(301) 314-8000 – phone  
(301) 314-8358 – fax