

**Application for Assistant Account Executive**

Academic Year: 2022-23

Applications should be emailed to Account Executive Maggie Kemp at

margaret.kemp@marquette.edu. You will receive information about an interview soon after you turn in the application.

**The deadline for applications is Sunday, May 22, 2022 at 11:59 p.m. CST**

Materials to submit include:

- Attached form and answers to questions below

- Résumé

- Cover letter outlining your qualifications for this position

Best of luck and thank you for your interest in Marquette student media.

**Job description:**

**Position purpose:**

The Assistant Account Executive of the Marquette Wire oversees the billing of advertising clients, ensuring effective communication and timely billing procedures. This person reports to the Account Executive of the Marquette Wire, who will provide other related tasks.

**Nature and Scope:**

The Assistant Account Executive helps oversee the sales process for advertisements on the Marquette Wire website, as well as for the Marquette Tribune, Marquette Journal, MUTV and Marquette Radio. The Assistant Account Executive is not expected to identify new clients or reach out to existing clients for advertisements on a regular basis, but is expected to sent out billing to advertisers with the Marquette Wire. This person must send billing statements in accordance with a schedule laid out by the Account Executive. This person is expected to have superior time management and organization skills, and is expected to learn to navigate the billing system.

**Specific job duties:**

* Responsible for overseeing billing to advertisers for the Marquette Wire website, Marquette Tribune, Journal, MU Radio and MUTV
* Learns and navigates billing system
* Develops knowledge of all services offered by the Wire
* Follows up on billing and invoicing of clients if requested by Account Executive
* Completes tasks assigned by Account Executive
* Tracks activity and maintains records of billing sales
* Helps place premade ads on the page for the Tribune and Journal if requested, knowledge of Adobe InDesign is desirable

**Information for Assistant Account Executive, Marquette Wire**

NAME:

POSITION APPLYING FOR:

ACADEMIC MAJOR:

MINOR:

OVERALL GPA (Optional): GPA IN MAJOR (Optional):

YEAR IN SCHOOL:

EMAIL:

PHONE:

HOME ADDRESS:

CITY:

STATE/ZIP: