

**Application for Sales Manager**

Academic Year: 2024-2025

**Applications will be accepted on a rolling basis until the position is filled.**

Applications should be emailed to Production Director Isabella Fonfara Drewel at isabella.fonfaradrewel@marquette.edu.

Materials to submit include:

- Background information

- Résumé
-Answers to the attached questions

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

**Job description:**

**Position purpose:**

The Sales Manager of the Marquette Wire is normally an upper class student (or advanced sophomore) who identifies existing advertising clients and provides them with exceptional service. The Sales Manager also provides exceptional service to new clients who contact the Marquette Wire with inquiries.

**Nature and Scope:**

The Sales Manager oversees the sales process for advertisements on the Marquette Wire website, as well as for the Marquette Tribune, Marquette Journal, MUTV and Marquette Radio. The Sales Manager is not expected to identify new clients, but is expected to provide service to new advertisers who reach out to purchase advertisements with the Marquette Wire.

**Specific job duties:**

* Responsible for soliciting all advertising for the Marquette Wire, including the Marquette Tribune, Journal, MU Radio and MUTV
* Coordinates entire sales process, including managing overall Sales inquiries for the Marquette Wire
* Handles heavy email and phone work, sometimes remotely
* Develops knowledge of all services offered by the Wire
* Follows up with clients regarding satisfaction
* Follows up on billing and invoicing of clients
* Tracks activity and maintains records of sales
* Helps place premade ads on the page for the Tribune and Journal if requested, knowledge of Adobe InDesign is desirable
* Supervises and helps train Billing position
* Attends monthly All-Staff meetings

**MARQUETTE WIRE SALES MANAGER APPLICATION**

NAME:

PRONOUNS:

ACADEMIC MAJOR:

MINOR:

OVERALL GPA (Optional):

YEAR IN SCHOOL:

EMAIL:

PHONE:

HOME ADDRESS:

CITY:

STATE/ZIP:

**QUESTIONS**

*(please answer succinctly)*

1) What work or classes have prepared you for this leadership role?

2) What makes you the best candidate for this role?

3) Please explain your conflict-resolution style and how you would address any situations brought to your attention.