



JOB POSTING – CAPER TIMES ADVERTISING SALESPERSON

Number of Positions: 1

Competition Number: CTAS-0826

Employer: CBU Students' Union

Closing Date: August 25, 2017

Reporting To: Caper Times Editor-in-Chief

Purpose: The CBU Students' Union is currently seeking an individual to fill the student position of Caper Times Advertising Salesperson. This position is designed to obtain consistent advertising and maintain business relationships for the Caper Times.

Specific Responsibilities:

- Responsible for selling and designing advertising space for each publication of Caper Times
- Responsible for creating or updating existing advertising packages and setting advertising rates
- Responsible for creating, maintaining and updating a list of organizations advertising in Caper Times
- Create a strategic advertising plan for new and creative ways to obtain advertisements
- Maintaining positive relationships with advertisers
- Responsible for billing and collecting of accounts and recording all business and financial transactions
- Submit a monthly report of activities to the Caper Times Editor-in-Chief
- Other duties assigned by Caper Times Editor-in-Chief

Qualifications:

- Must be a member of the CBU Students' Union as outlined in By-law 1.01 and registered CBU student prior to September 23, 2016
- Excellent communication and organization skills
- Knowledge of Microsoft Office Suite and Adobe Creative Suite
- Capable of operating office equipment (fax machine, photocopier, etc.)
- Ability to work independently in a fast-paced office environment
- Ability to work within a budget, manages finances
- Ability to work under extreme deadlines
- Ability to write articles would be considered an asset
- Creativity an asset

If you are interested in this position, please send your cover letter and resume quoting **CTAS-0826** no later than **4:00PM on August 25th, 2017** to Jordan Gracie, Chair, Caper Times Publishing Board using the information at the bottom of this ad, or via email at su_vpfo@cbu.ca. The Students' Union is an equal opportunities employer.

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