



## Student Publications Staff Application: ADVERTISING

Appointments to editorial staff positions at The Daily Cougar are for one semester only. Appointments may be renewed based on satisfactory performance reviews. Staff members are expected to work between semesters and over the summer.

### DISCLAIMER

"State law requires that you be informed of the following: (1) with few exceptions, you are entitled on request to be informed about the information the University collects about you by use of this form; (2) under sections 552.021 and 552.023 of the Government Code, you are entitled to receive and review the information; and (3) under section 559.004 of the Government Code, you are entitled to have the University correct information about you that is incorrect."

### POSITIONS AVAILABLE (Please read the attached job descriptions and check the position and hours for which you're applying.)

Display sales representative

Classified sales representative:

Morning (9 a.m. to noon)

Mid-day (11 a.m. to 2 p.m.)

Afternoon (1 to 4 p.m.)

### TELL US ABOUT YOURSELF

Name \_\_\_\_\_

Local mailing address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Permanent mailing address (if different)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Local phone

\_\_\_\_\_

Permanent phone

\_\_\_\_\_

Mobile phone

\_\_\_\_\_

E-mail address

\_\_\_\_\_

Are you enrolled as a UH student?  yes  no

Are you in good academic standing?  yes  no

What is your major?

\_\_\_\_\_

What is your anticipated graduation date (month/year)?

\_\_\_\_\_

Tell us about your special skills, awards and honors.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PLEASE ANSWER THE FOLLOWING QUESTIONS**

How long have you worked with computers and what have you used them for?

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Selling advertising requires you to interact with many different personalities. Describe your experience working with people, including any sales experience.

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Describe your experience with and success at working on deadlines, particularly short deadlines.

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Selling ads for a daily newspaper requires you to work quickly and to pay attention to details. Describe your experience working in a fast-paced, detail-oriented environment.

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Describe any experience you have in retail sales or customer service.

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Tell us about other work experience that will benefit you in this job.

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## Job description: DISPLAY SALES REPRESENTATIVE

### GENERAL DESCRIPTION

To sell retail advertising for The Daily Cougar, Transitions magazine and other special promotions.

### QUALIFICATIONS

- Currently enrolled as a student at UH
- Must have reliable transportation
- Self-motivated and able to work with little supervision
- Able to work between semesters and during the summer
- Have some office and phone experience

### RESPONSIBILITIES

- Represent The Daily Cougar and Student Publications in a professional manner, including observing the dress code for display sales reps and using proper business and telephone etiquette.
- Sell advertising to off-campus and on-campus clients, excluding student and other organizations of which you are a member or with which you are affiliated.
- Learn and observe all policies published in the current rate card and other department materials regarding sales and submission of advertising.
- Gather and maintain accurate information on clients and accounts.
- Collect payment for advertising at the time of the sale.
- Meet daily deadlines for filing paperwork.
- Schedule and keep 2 to 4 office hours daily, Monday through Friday.
- Handle errors and problems professionally and courteously in conjunction with the Ad Manager and Student Ad Manager.
- Attend staff meetings.
- Respect all policies and procedures of Student Publications.
- Call in as soon as possible if you will not be able to work and make arrangements for your replacement with the Ad Manager.
- Perform other tasks as assigned by the Ad Manager or Student Ad Manager.

## Job description: CLASSIFIED SALES REPRESENTATIVE

### GENERAL DESCRIPTION

To sell classified advertising for The Daily Cougar, Transitions magazine and other special promotions.

### QUALIFICATIONS

- Currently enrolled as a student at UH
- Must have reliable transportation
- Self-motivated and able to work with little supervision
- Able to work between semesters and during the summer
- Have some office and phone experience

### RESPONSIBILITIES

- Represent The Daily Cougar and Student Publications in a professional manner, using proper business and telephone etiquette.
- Sell advertising to off-campus and on-campus clients, excluding student and other organizations of which you are a member or with which you are affiliated.
- Learn and observe all policies published in the current rate card and other department materials regarding sales and submission of advertising.
- Gather and maintain accurate information on clients and accounts.
- Collect payment for advertising at the time of the sale.
- Meet daily deadlines for filing paperwork.
- Proof classifieds page for accuracy each day.
- Handle errors and problems professionally and courteously in conjunction with the Ad Manager and Student Ad Manager.
- Attend staff meetings.
- Respect all policies and procedures of Student Publications.
- Call in as soon as possible if you will not be able to work and make arrangements for your replacement with the Ad Manager.
- Perform other tasks as assigned by the Ad Manager or Student Ad Manager.