



## Student Association of George Brown College

<b>Job Title:</b>	Advertising Sales Staff	<b>Job Category:</b>	Support Staff
<b>Department/Group:</b>	The Dialog	<b>Job Code/ Req#:</b>	
<b>Location:</b>	Casa Loma campus	<b>Travel Required:</b>	Yes
<b>Level/Salary Range:</b>	\$14.25/hour 15 hours/week	<b>Position Type:</b>	Temporary-Part-Time
<b>HR Contact:</b>	Mick Sweetman	<b>Start Date:</b>	Aug. 8, 2017
<b>Will Train Applicant(s):</b>	Yes	<b>Posting Expires:</b>	June 30, 2017 12PM

**E-mail:** [humanresources@sagbc.ca](mailto:humanresources@sagbc.ca)

Subject Line: <your name>: Advertising sales Application

**Attention:** Mick Sweetman

**Instructions:** Please include cover letter and résumé

### Job Description:

The part-time advertising sales staff reports to the managing editor. They are responsible for generating advertising revenue and cultivating and maintaining excellent relationships with local advertisers and national advertisers through Free Media.

The advertising sales staff will act as a liaison between advertisers and the editorial board and graphic designer. They will prepare a plan for growing revenues across the print and digital editions of The Dialog, as well as generating performance/advertising revenue reports.

### General Responsibilities:

- Generating advertising revenue.
- Maintaining excellent relationships with local advertisers and The Dialog's national advertisers through Free Media.
- Will act as a liaison between advertisers and The Dialog.
- Will follow-up with advertisers regarding late payments, and will bring forth outstanding accounts to the Finance Coordinator for settlement.
- Will prepare a plan for growing revenues across the print and digital editions of The Dialog, and prepare monthly advertising revenue reports.

### Requirements:

- Working towards or completed a degree or college diploma in marketing, advertising, business administration, or equivalent AND/OR experience in marketing, sales and promotions
- Knowledge and/or experience with advertising design practices.
- Maintains a professional approach with excellent interpersonal and presentation skills
- Excellent organizational and time-management skills
- Access to a vehicle is beneficial

#### Mission Statement:

*We are the students of George Brown College committed to supporting each other in the struggle for student rights, the pursuit of quality education and the provision of services in a safe, accessible and equitable environment.*

#### Commitment to Equity:

*The Student Association is an equal opportunity employer and welcomes candidates from among those groups of individuals that are traditionally underrepresented to apply.*