

## New Business Intern

**Department:** Business

**Reports To:** Sales Manager

**Hours:** 10-12 per week, during business hours (Mon-Fri, 9am-5pm)

**Pay:** Commission based

### Responsibilities:

- Generate revenue through advertising sales and marketing promotions
- Seek opportunities to build relationships with prospective customers:
  - Research potential advertisers & create sales pitches to attract new business
  - Provide consistent customer service to accounts in order to ensure their longevity
  - Meet with clients to discuss their advertising needs
  - Offer opportunities to reach campus market through Minnesota Daily
  - Develop proposals, solve problems, and provide follow-through
- Maintain account records by tracking sales and payment status
- Make progress toward achieving sales goals
- Work closely with managers to share information and continue training
- Maintain weekly office hours and attend weekly sales meetings
- Additional duties as assigned

### Qualifications:

- Must be a University of Minnesota student able to make a *minimum one-year commitment*
- Strong motivation and commitment to success
- Sales and customer service experience desirable
- Excellent interpersonal skills for working with a range of clients and colleagues
- Willingness to learn/develop sound business practices
- Good organizational, time-management, and communication skills
- Ability to hear and speak English clearly
- Verbal and written intelligence when assisting customers
- Ability to visually analyze advertisements and contracts
- Professional appearance and demeanor when representing company

**To apply:** Visit [www.mndaily.com/page/jobs](http://www.mndaily.com/page/jobs)

**Disclaimer:** *This job description is only intended to be a summary of the responsibilities and qualifications required in the day-to-day work for this position. It is not exhaustive in nature. The Minnesota Daily reserves the right to change the job description at-will and to modify an employee's job role at any time to best benefit the organization.*

*The Minnesota Daily is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, creed, sex, sexual orientation, gender identity/expression, marital status, national origin, age, disability, genetics or any other characteristic protected by federal, state, or local law. **All students are encouraged to apply.***

**October 2018**