

# PowerBuy Assistant

## Job Description

**Summary:** Assist Advertising Manager in the daily management of the Metroplex PowerBuy advertising program. Coordinate communication, ad scheduling and training with participating schools/advisers as needed through the semester. Assist ad manager, display business manager and department director with typing, filing and other duties as needed. Train in specialized software for advertising scheduling and billing. Collect and send tearsheets. Some cash handling required.

### **Duties & Responsibilities:**

- Schedule incoming ads within weekly deadline.
- Send weekly runsheets to participating schools
- Send weekly creative materials to participating schools
- Receive required documents from participating schools
- Send out tearsheets to customers for billing purposes
- Enforce policies of the PowerBuy program to ensure correct transactions
- Update PowerBuy manual each semester to reflect policy and operational changes
- Send emails, faxes, make phone calls as needed to complete weekly ad scheduling
- Schedule national ads for advertising manager
- Send required tearsheets for nationals on weekly basis
- Proofread all incoming ads for both PowerBuy and nationals for typographical, formatting and other errors
- Enforce credit and payment policies related to PowerBuy ads
- Process credit card, cash and check payments for PowerBuy ads
- Provide customer support and problem solving related to area
- Develop rate card and publication calendars for each semester
- Coordinate with schools when production changes or other problems occur
- Meet with Advertising Manager as needed
- Train all area participants at the beginning of each full semester
- Help coordinate end of semester wrap up meeting with all participating schools
- File documents and materials as requested for advertising manager. As time permits, filing for display business manager.
- Assist front desk when requested

**Supervision:** General instructions from Advertising Manager, coordinating with Display Business manager to achieve duties.

**Qualifications:**

- Must be currently enrolled at UTA
- Prefer Business, Marketing, Public Relations or Advertising major
- Students with work study will be given primary consideration
- Must be able to communicate well verbally and in written format
- Skills: Needs high degree of organizational skills. Working knowledge of Microsoft Office. Experience with QuarkXPress or Adobe InDesign helpful

To apply for this position, please log onto [www.uta.edu/uta/employ](http://www.uta.edu/uta/employ) and search for “PowerBuy Assistant” or call UTA Human Resources for more information at 817-272-3463.