**Campus Advertising and Sales Coordinator (16 hours)**

Meets with departmental directors, coordinators, assistants and liaisons to discuss options in advertising. These discussions include options of purchasing advertisements in the Lariat, in addition to advising the client on how to coordinate their campaigns and design their advertisements to appeal to their market.

This position includes face-to-face meetings as well as email correspondence and phone discussions.

**Local Advertising and Sales Coordinator (16 hours)**

Meets with local business owners, managers, coordinators, assistants and liaisons to discuss options in advertising. These discussions include options of purchasing advertisements in the Lariat, in addition to advising the client on how to coordinate their campaigns and design their advertisements to appeal to their market.

This position includes face-to-face meetings as well as email correspondence and phone discussions.

**Marketing and Promotions Representative (Lariat) (16 hours)**

Promotes awareness of the Baylor Lariat outlets and events through interaction with the Baylor community. This includes distributing surveys, promotional items, fliers and the Lariat on occasion.

This position also offers support in the area of market research by compiling readership data and observing trends.

• Attendance at occasional Baylor and Lariat events for promotional

purposes will be required.

**Marketing and Promotions Representative (Roundup Yearbook) (16 hours)**

Promotes awareness of the Baylor Roundup Yearbook events through interaction with the Baylor community. This includes monitoring yearbook sales, attending and leading Roundup events, updating social media and distributing materials to remind students and families of portraits taken and yearbook purchases.

This position also offers support in the area of market research observing trends.

• Attendance at occasional Baylor and Roundup events for promotional

purposes will be required.

**Lariat Delivery Person (12 hours)**

Delivers the Lariat Newspaper to assigned route Tuesday – Friday every week. In addition to delivery, this position is responsible for maintaining the Lariat newsstands and accurately counting the readership totals at each location on a daily basis.

A golf cart is provided for delivery for most of the campus, but a vehicle may be required for a partial route.

Hours for this position are 5:45 AM – 9:00 AM and once a week maintenance coordinating with school schedule.