

NOTICE OF VACANCY

Position:	Mountaineer Radio Part Time Sales Account Executive 93.1 FM & 104.9 FM Multiple positions available – McAlester-Wilburton area and Broken Bow-Idabel area.
FLSA Classification:	Non-Exempt
Qualifications:	<ul style="list-style-type: none"> • High School Diploma or equivalent required, College degree a plus. • Prior sales experience preferred but not required. Radio and/or advertising sales a plus. Sales training provided. • Self starter and highly motivated • Ability to work independently • Detail oriented, ability to multi task • Excellent prospecting skills, cold calling abilities, experience servicing and up-selling to existing accounts. • Excellent communication and time management skills • Commitment to the mission of Eastern Oklahoma State College • Must have cell phone, dependable vehicle with valid driver’s license and access to computer with internet capabilities.
Responsibilities:	<ul style="list-style-type: none"> • Sell radio commercial spot advertising and packages • Make phone and in person sales calls including making sales presentations. • Collect, write and voice ad copy as needed • Prepare contracts, set appointments, and make follow up calls. • Collect advertising fees from clients • Achieve and exceed monthly and quarterly sales goals • Create, sell and execute sales promotions, sponsorships, and advertising programs
Length of Assignment:	Part time - twelve months, 19 hours per week, flexible hours, no benefits.
Salary:	\$7.25 per hour with 15% sales commission plus bonus opportunities.
Inquiries:	Doug Sims, Mountaineer Radio General Manager, email: dsims@eosc.edu or 918-465-1410
Application:	<p>Submit a letter of application, Eastern employment application, and résumé to:</p> <p style="text-align: center;">Eastern Oklahoma State College Amy Armstrong, Human Resources 1301 West Main St. Wilburton, OK 74578</p> <p style="text-align: center;">E-mail: aarmstrong@eosc.edu Fax: 918.465.4421 Website: www.eosc.edu Phone: 918.465.1777</p>
Closing Date:	Review of applications will begin immediately; submission of applications encouraged until position is filled.

**Eastern Oklahoma State College is an Equal Opportunity Employer (EOE)
and
Affirmative Action Employer (AAE)**