

# DIVISION-D

## JOIN OUR TEAM

## INTERNSHIPS

Take the digital media industry by storm! We're looking to hire part-time digital media assistants for the Division-D internship program. We offer effective training and an exhilarating work environment.

### ABOUT THE ROLE:

Our digital media assistants are smart, aggressive, reliable and driven by results. Successful candidates will be: highly motivated, numbers driven and sales & customer service oriented. Applicants must be excellent communicators, have a strong work ethic and the ability to multi-task. This position offers room for advancement into a full time position. This is an excellent opportunity to receive practical, hands-on experience in digital advertising.

### CORE RESPONSIBILITIES:

- Assist the sales team and account management team in campaign development and management
- Work with account management team on campaign optimizations to ensure client satisfaction
- Contact new publishers to grow the Division-D network
- Assist team members with client proposals and current campaigns.

### REQUIREMENTS:

- Sophomore and Junior level candidates preferred, but will consider Senior applicants
- Strong communication and writing skills
- Experience using Microsoft Office suite (Excel, Word, PowerPoint, Outlook, etc.)
- Ability to work independently and collaboratively in a team environment
- 10-15 hour weekly time commitment

### ABOUT DIVISION-D:

Division-D is a leading online advertising network and a digital media buying agency. We connect high quality, brand-name publishers with Fortune 500 advertisers.

We are interested in filling this position right away and will start conducting interviews immediately. Please email your resume and available times that you can interview.

Please contact us with any questions or to setup an interview.

Division-D Recruitment Team  
573-445-3083 [careers@divisiond.com](mailto:careers@divisiond.com)