



**RECTOR COMMUNICATIONS, INC.
COLLEGIATE SALES DEPARTMENT**

COLLEGIATE SALES REPRESENTATIVE – BALL STATE UNIVERSITY

Primary Responsibility: Assist Rector Communications in day to day operations of calling on collegiate organization accounts, following up with existing orders, and maintaining communication lines of current student clients. Activities may be as simple as filling orders or as demanding as finding an obscure or discontinued product. The position entails a constant communication between the student body and RectorCom team members. Time management, problem solving, and organization skills will be beneficial in day-to-day operations.

Specific Responsibilities: Research potential clients, their organization's needs, develop a communication strategy, and call on organizations around campus promoting RectorCom's apparel, promotional, and media products.

Serve as a customer service representative offering ideas, finding and filling marketing needs, build pricing strategy, and importantly assisting in the browsing/buying portion of a sale.

Build and maintain effective communication database to share RectorCom marketing materials, innovative products, and ideas.

Assemble and provide information on clients and collegiate trends to RectorCom team members.

Assist in solving student's marketing problems, answer questions, and help them through the buying process.

Reports To: Chief Executive Operator

Qualifications: Student organization involvement, experience in sales, basic accounting skills, and knowledge of marketing concepts. Graphic design and web development ability is recommended but not required.



Skills/Traits: Knowledge of trends and styles of current collegiate students, strong written and verbal communications skills, ability to coordinate several projects simultaneously, organized, attentive to detail, a high level of creativity, and a strong work ethic.

Expectations: Each employee is accountable for a net sales mark that must be obtained each month. Each sales rep is required to make a minimum of 5 sales calls each week, participate in a weekly phone conference with supervisor, offer product ideas and opportunities to current clients, research potential clients (on and off campus), understand all apparel and promotional processes, attend conferences and shows when available, assist the team in fulfilling large orders, sign off on all purchase orders and invoices, report all potential issues and problems to supervisor.

Compensation: Compensation is based on commission and bonuses are available for performance and exceptional work.

Commission at 20% of net profit for a client's first order.

Commission at 35% of net profit for all existing clients' orders (organization based).

\$100 bonus for orders that exceeds 2,500 pieces.

Other bonuses maybe awarded for monthly performance and accomplishments.

\$25 monthly media stipend.

Reimbursement for all travel outside of the county.

\$250 per semester expense account.

9/22/2011