



WILLIAM H. SADLIER, INC JOB DESCRIPTION

Position: Academic Consultant

Department: Sales

Reports To: Executive Director of Professional Development and Consultant Services

Essential Duties and Responsibilities:

Strategic Pre-Sales and Post Sales Support

- Maintain a thorough knowledge of Sadlier's academic products, print and digital
- Deliver sales product presentations to customers and potential customers to increase sales
- Provide implementation support sessions and professional learning modules in a range of presentation formats including hands-on activity-based, demonstration, lecture, videos, webinars, and interactive workshops, along with appropriate collateral on products and professional learning modules on related curriculum and instructional topics for customers and potential customers to increase sales and improve customers' product implementation
- Collaborate to develop presentations and related materials
- Develop and maintain ability to demonstrate digital products/resources
- Deliver conference presentations to promote brand awareness, Sadlier's content expertise, and showcase Sadlier's product lines
- Represent Sadlier at assigned conferences and meetings
- Know the competition and appropriately position products and services
- Keep abreast of current events and trends which impact education and Sadlier's markets and products
- Make personal travel arrangements and submit expense reports according to corporate policy
- Participate in monthly conference calls
- Prepare and submit a monthly activity report
- Participate in peer review of presentations and attendant technology
- Offer advice, insights and ideas for current and future academic products
- Maintain positive relationships with customers, potential customers, and other stakeholders

Implementation Support

- Support customers with print and digital product implementation webinars to ensure successful implementation and customer satisfaction
- Support digital outreach and on boarding activities for digital products
- Follow up with customers on digital sales as assigned
- Performs other related duties as assigned



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Education, Experience, Skills Required:

- Bachelor's Degree required; Education major preferred; Master's Degree preferred
- Five years of experience as a classroom educator or as a related education professional, e.g. guidance counselor required; experience as an educational consultant preferred
- Demonstrated content expertise in English language arts and mathematics
- Knowledge of the K-12 education market required
- Ability to effectively present print and digital products along with education topics using a variety of delivery modes
- Has solid interpersonal skills
- Must have the ability to build relationships at various levels with customers
- Exceptional problem-solving, decision-making and project management skills
- Exceptional written and verbal communication skills
- Must possess excellent organizational skills with focus on attention to detail
- Ability to establish and meet deadlines, work under pressure and handle multiple priorities.
- Excellent presenter and group facilitator
- Skilled trainer, coach, and negotiator
- Must be able to travel extensively to present on-site regionally, nationally, and internationally (up to 50% of the time) with overnight stays, including some weekends and holidays.
- Proficiency in Spanish language a plus
- Strong technology skills, including proficiency with MS Office Suite, Virtual Conferencing and any other tech-related functions to perform job duties such CRM and ERP systems