JOB DESCRIPTION AND EXPECTATIONS

JOB TITLE: Human Performance Sales Representative
DEPARTMENT: SCU Health System
GRADE: TBD
STATUS: Temporary
REPORTS TO: Director, SCU Human Performance Center
JOB SUMMARY: The Human Performance Sales Representative secures athlete contracts for the SCU Human Performance Center.

JOB RESPONSIBILITIES

• Supports the mission, goals, objectives, values and culture of the University and of SCU Human Performance
• Utilizes sales and relationship building skills to secure athlete contracts for the Human Performance Center
• Other duties as assigned

Other Essential Job Functions

In addition to the job responsibilities described above, all employees of SCUHS are responsible for the following essential job functions:

• Demonstrating excellent interpersonal skills
• Working productively in a team setting
• Being able to think quickly and act appropriately in emergency situations
• Functioning under pressure
• Working extra hours as required
• Promoting the University mission, vision, goals, strategic plan and objectives to internal and external constituencies
• Excellent customer service
• Being a champion of SCU
• Innovation and continuous improvement
• Creating an environment for transparency and trust
• Ownership and accountability
Specifications

EDUCATION: High school diploma or equivalent.

EXPERIENCE: 2 years sales experience preferred.

TECHNICAL: PC skills, Windows environment. Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)

ABILITIES: Interpersonal skills using group problem solving, tact, patience and courtesy; effective management strategies; working knowledge of accounting and budgeting; works well in a collaborative, participatory environment; ability to establish and maintain cooperative and effective working relationships; effective written and oral communication; ability to work independently and with little direction.