



ABD Campus Coordinator Job Description

This is a commission-only position, requiring a minimum commitment of 15 hours a week.

Campus Coordinators work hard and take their jobs seriously, because the harder they work, the more money they make. Being successful revolves around three main activities:

1. Reach out and obtain clients in the sororities and fraternities on your campus.
2. Communicate with the design team and your Operations Leader to make sure each client's design and order details are perfect before they approve.
3. Lead clients through the order process from start to finish.

Responsibilities

- Creating and completing sales on and around your campus. (We cater specifically to sororities and fraternities, but we make custom items for all types of groups.)
- Reporting weekly to your Operations Leader with your progress and future plans.
- Maintaining a record of leads/clients.
- Developing and executing new sales strategies.
- Managing your own time and initiating 100% of your projects.

Qualifications

- Must be a current college student.
- Must be outgoing and persistent (not pushy), with interest and skill in networking/sales.
- Must be highly motivated to earn, and able to work independently.
- Must be able to learn on the job and take instruction through digital formats.
- Membership in a Greek organization is preferred.

Experience

- Sales and/or retail experience is preferred, but not required.
- Candidates majoring in related fields such as Sales/Marketing, Business, Econ, Finance, Management, etc receive preference.

Compensation

- Standard 10% commission rate, plus an opportunity to earn even higher commissions

Perks

- Flexibility! You'll be working 15+ hours a week and reporting to your supervising Operations Leader, but you decide the tasks and when to do them.
- Exponential results. After you gain a foothold and some happy clients on campus, word of mouth will bring you more and more business, with your client base expanding each time a new happy client finishes an order. Since your reputation works just as hard as you do, established CCs see more results per hour of effort than they ever could with an hourly position.
- Awards based on performance. Get recognized for awesome effort!