



*Education Under Construction Consulting*  
*Design your discipline | Cultivate your artistry*

**Job Title:** Relationship Manager - Intern  
**Department:** Sales Team

### About Our Company

Education Under Construction Consulting (EUC<sup>2</sup>) is a new consulting firm in the education industry. EUC<sup>2</sup> is committed to partnering with stakeholders in the education system by enhancing workplace culture and diversity, and to inspire sound teaching practices through engaging in scholarly research. Our consulting firm offers a variety of services which include custom developed curriculum, training, impartial research development, and diversity awareness.

### Salary

This is an unpaid internship

### Term of Position

Fall Term

### Reports To

The Relationship Manager intern will report to the Sales & Marketing Team Lead and frequent interactions with the CEO.

### Job Overview

A Relationship Manager your days will be filled with carrying out the sales of products and services to build relationships with our current and potential clients. You will be responsible for researching and analyzing publicly available data on corporations to offer services, managing the info@eucc.llc mailbox, and taking online consultation appointments for some of the revenue streams. This position also requires maintaining our CRM sales lead database of current and potential customers.

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info@eucc.llc



www.eucc.llc  
www.EUC2Experience.org



### **Primary Responsibilities and Duties**

- Maintaining relationships with clients in order to maximize business opportunities
- Identifying key contacts at potential client companies to establish and foster relationships
- Participate in remote business meetings with clients
- Provide excellent service to maintain a positive reputation for the business
- Resolve any customer complaints with a positive manner and attitude
- Work closely with financial analyst to prepare sales projections and reports
- Participate in growth strategies for business by identifying new opportunities
- 25-32 hours per week

### **Qualifications and/or skills acquired through Internship**

- Currently studying or hold a BS/MSs in Business, marketing, management or related field
- Outgoing and a customer-oriented attitude
- Excellent ability to build and maintain a positive and professional relationship
- Excellent interpersonal communication skills
- Problem-solving and conflict resolution capabilities
- Devoted to providing high-quality customer service
- Attention to detail

### **Submission Requirements**

- A letter of recommendation from a professor OR academic counselor
- A copy of current unofficial transcripts
- Writing sample in the form of an introductory letter stating: “How your current skills can contribute to the success of the organization” maximum of 250 words