



**POSITION DESCRIPTION**  
**General Information**

<b>Position Title:</b> Official: Slate Consultant Internal: Slate Educator	<b>Date <u>Created/Revised</u>:</b> May 2, 2019
<b>Office:</b> Technology and Development	
<b>Classification:</b> Full-Time	
<b>Work Location:</b>  Remote	<b>Title of Supervisor/s:</b>  Vice President of Operations

**Position Outcome**

<p><b>Most Important Service or Result Expected from this Position:</b></p> <ul style="list-style-type: none"> <li>• Provide Slate consulting to clients in a way that promotes the values of enrollmentFUEL</li> <li>• Provide superior customer service, externally and internally</li> <li>• Represent FUEL in a professional manner at all times</li> <li>• Uphold the mission of enrollmentFUEL</li> </ul>
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<p><b>Position Summary:</b></p> <p>The Slate consultant is responsible for working with enrollmentFUEL partners to implement or improve their work with Slate. By making recommendations in the best channels to achieve goals, the employee works with external customers to create solutions to ensure they are using Slate in an effective and efficient manner. This person works with the internal team to ensure client retention and satisfaction.</p>
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**Required Skills, Traits and Abilities**

<p><b>Minimum Entry Requirements:</b></p> <ul style="list-style-type: none"> <li>• Two years of experience in managing the CRM Slate.</li> <li>• Strong oral, <b>listening</b>, and written communication skills are required.</li> <li>• Must be able to build relationships and trust with partner institutions.</li> <li>• Must be able to communicate objectives to other team members, have good critical thinking and problem-solving skills.</li> <li>• Excellent organizational, analytical, and interpersonal skills</li> <li>• Must be detail-oriented</li> <li>• An interest in technology and the Internet</li> <li>• Ability to work independently and as part of a team</li> <li>• Willingness to learn to use new technologies and tools that advance the client partner</li> <li>• Master's degree preferred, Bachelor's degree required.</li> </ul>
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## Essential Functions

### Job Tasks:

1. Manage relationships with top-tier colleges and universities
2. Create and maintain project timelines
3. Evaluate and develop in response to client requests
4. Absorb complex technical concepts and effectively communicate solutions to non-technical audiences
5. Develop strategies for new developments, interface changes, and client requirements
6. Create concepts and storyboards for graphical user interfaces
7. Present ideas to colleagues
8. Work with internal team members on various tasks, as needed.
9. Monitor competition by gathering current marketplace information on pricing, products, new product development, delivery, etc.
10. Attend workshops, conferences, and professional meetings
11. Responsible for the management of personal travel budget
12. Attend relevant staff retreats
13. Other duties as assigned

## Work Distribution

% of Total Working Time	Work Tasks and Responsibilities
30%	Travel and consultant work at institutions.
60%	Client-focused development of strategies, research, etc.
5%	Attend meetings and conferences
5%	Administrative tasks—expense reports, etc.
<hr style="width: 20%; margin-left: 0;"/> 100%	

### Physical Requirements:

- Individual must be able to stand or sit, in alternating fashion, for extended periods of time.
- Ability to travel, as needed, to client locations.
- Must be able to lift up to 30 pounds.
- Must be able to wear a headset for phone work.
- Ability to type for extended periods of time.

The statements made here are not an exhaustive list of duties, responsibilities and skills required for this position. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of FUEL.