



## Educator Success Coordinator

*Every Child an Author*

Join the Studenttreasures team, the leading publisher of student-authored work. We're proud to have helped over 15 Million students (and counting) become published authors. We're looking to add an Educator Success Coordinator to the team to serve as the face of our company and deliver a positive customer experience.

If you are hard-working, dedicated and looking for a job to be passionate about our team would love to meet you!

### **Position Responsibilities:**

This role will facilitate a working relationship between educators and our organization by providing excellent customer communication and service.

This role has plenty of variety will serve as the customer's primary point of contact for the following initiatives:

- Premier Publishing Program and other programs
- Referral Program
- National Book Challenge
- Affiliate Program
- Advisory Board & Ambassador Program
- Educator Outreach for Partnerships & Influencer Campaigns
- School Event Planning

In addition, this position will:

- Build and maintain strong, long-lasting customer relationships
- Support implementation of programs and execute customer correspondence
- Secure and place orders taking into consideration company and customer needs
- Ensure the timely and successful delivery of our product, programs and customer communication while aligning with company goals and objectives
- Collaborate with marketing to prepare program materials
- Complete administrative work, customer service and marketing support as needed
- Ability to take on new responsibilities and adapt as needed

**Studenttreasures.com**

Studenttreasures, LLC, 1345 SW 42nd Street, Topeka, KS 66609, p. 800.867.2292 f. 800.862.2297



## Required Skills:

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- Customer service or other relevant experience
- Excellent verbal and written communications skills
- Highly self-motivated and willingness to take initiative
- A self-starter, with the ability to multitask and thrive within a fast-paced, dynamic environment and able to independently move projects forward and prioritize tasks to meet deadlines
- Ability to relate to others and collaborate in a team environment
- Strong organizational skills and excellent attention to detail
- Positive attitude
- Critical and creative thinking

## Preferred Skills

- 1-3 years of experience in customer service or related field
- Working knowledge of Microsoft Office Suite & NetSuite

## Benefits

- Health Insurance (Medical, Dental, Vision)
- Medical and Dental Insurance Reimbursement
- Paid Time Off (PTO)
- Life Insurance
- Short and Long-term Disability
- Flexible Spending plans (FSAs)
- 401K plan with company match
- 8 Paid Company Holidays
- Fitness Reimbursement
- Childcare Reimbursement

This opening is for our Topeka office. To apply, email [marketing@studenttreasures.com](mailto:marketing@studenttreasures.com) with your resume.

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