

MicroAssist's Sales Internship Program

Invest In Your Future

What you invest in today could pay dividends for you for years to come. This is true of your education and it could be true of MicroAssist's Sales Internship Program. As a MicroAssist intern, you will learn about the service sales process.

About MicroAssist

MicroAssist is one of Austin's most experienced software training centers. Since 1988, we have been providing real-world, real-workplace instructor led training to public and private clients in Texas. We believe in practical training programs that not only increase productivity and profitability, but also enhance the personal potential of our client's most expensive resource -- their employees. Our main facility is conveniently located in northwest Austin at Mopac and Anderson.

The Work

As an intern, you will work alongside a full-time Account Manager who will act as your mentor. The work you do will reflect the same day-to-day activities of your mentor. You will identify markets and seek clients who may need MicroAssist's services. With the help of your mentor you will help clients make important decisions about outsourced training services. This work, coupled with the training you will receive, should take up to 15-20 hours a week. All work activities will be performed during normal business hours in our Austin office. A minimum of four hours per work session is required. You should consider this time commitment when applying for the internship.

Over the course of your tenure as a Sales Intern you will develop an understanding of the following concepts and the ability to apply these concepts in practical situations.

- Introduction to and practice with the concepts of the sales cycle, including building rapport, identifying a specific problem or need, presenting the features and benefits of a training solution, comparing solutions to alternatives, presenting a choice of purchasing options, giving a reason to buy now.
- Introduction to and practice with the concepts of negotiating, including identifying and answering objections, using promotions, dropping down, and closing strategies.
- Personal experience with the process of performance review and critique, with a focus on taking management direction, self-evaluation, and setting time bound goals and objectives.
- Mastery of and practice with administrative functions including student registration requests, time management, and record keeping within corporate policies and expectations.

This is an excellent opportunity to learn the business of computer software training while developing skills to help you pursue full-time employment once the internship is completed. MicroAssist has provided a career path for other interns and continues to focus on the individual's professional growth.

Training

MicroAssist has one of the best training programs in the industry. You will learn about MicroAssist's services and receive coaching on prospecting and selling. You will be coached in the use of CRM tools and applying analytical data mining techniques using spreadsheets and databases.

Requirements

You must have a working knowledge of MS-Office products, Windows XP and the internet. Familiarity with CRM tools (GoldMine, ACT!) is helpful. To succeed you must have a keen sense of focus and a strict attention to detail. Excellent verbal, written, interpersonal, and organizational skills are mandatory. Once a project is identified you must be able to work unsupervised. Excellent ability to multi-task and manage personal productivity.

Compensation

An intern will be compensated on an hourly basis.

Selection

The program is open to all undergraduates. Relevant course work is desired but not required.

How to Apply

Interested in a MicroAssist's Internship Program? Send a cover letter and resume to:

MicroAssist
3420 Executive Center Drive
Suite G-100
Austin, TX 78731

Or paste your resume into an email to: resumes@MicroAssist.net