



STUDENT JOB OPPORTUNITY

JOB TITLE: *Student Phonathon Caller*

DEPARTMENT: Development / Annual Fund / Phonathon

CONTACT PERSON/EMAIL/PHONE #: Kimberly Arntz, Assistant Director of the Annual Fund, arntzk@etown.edu, 361-1994

TO APPLY: Email Kimberly Arntz, arntzk@etown.edu, or stop by Alpha Hall, Room 306b for an application.

STUDENT JOB DESCRIPTION: Student Phonathon Callers serve as a liaison between Elizabethtown College and its alumni, parents, and friends through telephone calls. This includes providing updates on campus events and news. This is a fun and challenging position that provides an opportunity to support and enhance the College, meet many new people, and network with alumni.

QUALIFICATIONS:

- Work a minimum of two pre-scheduled nights per week during Phonathon weeks. During FALL 2014, Phonathon will run from September to early December.
- Arrive promptly for work and work for the entire shift as scheduled.
- Days of work are Monday - Thursday, 6:15 – 9:00 p.m. All callers are required to work one Sunday shift during the semester.
- Build and maintain knowledge of the College and The Annual Fund (read the Etownian, read Campus News, etc.).
- Must display a professional manner at all times.
- An outgoing attitude, friendly demeanor.
- Ability to ask for monetary support for Elizabethtown College and its programs.
- Excellent oral communications skills.
- Ability to speak clearly and concisely.
- Ability to preserve confidentiality of information.
- Ability to prioritize multiple tasks in a fast-paced environment.
- Strong organizational skills and attention to detail.
- Good interpersonal skills and desire to be a team player.
- A positive attitude is a MUST!

HOURS and/or HOURS PER WEEK REQUIRED: Currently days of work are Monday - Thursday, 6:15 – 9:00 p.m. Call nights might vary and/or change to include Sundays in lieu of Thursdays so flexibility is a must. In the interim, all callers are required to work one Sunday shift during the semester.

PAY RATE: \$7.50 per hour.
PAID TRAINING IS PROVIDED.

SPECIAL SKILLS NEEDED (for example—drivers license/van training, CPR, etc.):