

STUDENT JOB**OPPORTUNITY**

JOB TITLE: *Student Outreach Ambassador*

DEPARTMENT: Development / Elizabethtown College Fund / Phonathon

CONTACT PERSON/EMAIL/PHONE #: Paige M. Weber in the development office
weberp@etown.edu, 717.361.1994

TO APPLY: Email Paige M. Weber, weberp@etown.edu for an application.

STUDENT JOB DESCRIPTION: Student Outreach Ambassadors serve as a liaison between Elizabethtown College and its alumni, parents, and friends through telephone calls, personal notes, emails and other connections. This includes asking for financial support for the Elizabethtown College Fund, providing updates on campus events and news. An ambassador 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 2018, Phonathon will run from late August to early December.
- Days of work are Monday, Tuesday, Wednesday and Thursday 6:15 – 9:00 p.m. All callers are required to work one Sunday shift during the semester.
- Arrive promptly for work and work for the entire shift as scheduled.
- Build and maintain knowledge of the College and The Elizabethtown College 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.
- 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: The days of the week are Monday, Tuesday, Wednesday and Thursday, 6:15 – 9:00 p.m. Call nights might vary and/or change to include Sundays, so flexibility is a must. In the interim, all callers are required to work one Sunday shift during the semester. We ask you call for two nights a week but you are allowed to call all three nights pending you stay under the 20 hours a week limit.

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

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