

Student Employment

Job Description

JOB TITLE: Phonathon Caller - New

DEPARTMENT: Development: Annual Fund Phonathon Program

ADDRESS: 28 Westhampton Way, Millhiser Gym

SUPERVISOR/CONTACT:

Marianne Peterson
289-8686
mpeters3@richmond.edu

JOB SUMMARY:

Act as both a fund-raiser and public relations contact for the University of Richmond. Responsible for keeping confidential information on alumni and parents called.

SPECIFIC DUTIES:

1. Telephone prospective donors and keep accurate records of all calls.
2. Accurate filing of all paperwork generated during the course of a calling session.
3. Commit to a minimum of two nightly calling sessions per week. Calling nights are Sunday, Monday, Tuesday, Wednesday, or Thursday nights from 6:00 PM to 9 PM. Caller's nights will be scheduled two weeks in advance, thus you will be able to change the nights you call on a weekly basis and the schedule is flexible. You must be able to work the entire time (6-9 PM) and arrive on-time. If you are unable to attend a scheduled shift, it will be the responsibility of the individual caller to find a substitute from the pool of trained callers.

QUALIFICATIONS:

Must present a positive image of the University. A positive attitude, effective communication skills and a willingness to talk with alumni, parents and friends of the University. Must be committed to teamwork and have the ability to commit to two evening shifts per week. Must be able to work the full length of the Phonathon program.

PAY RATE: Level II an hour for first-time callers, plus incentives. Index: 4139