Step One: Sample Posting

Phonathon Caller

The Phonathon Fall Campaign begins Saturday, September 10th and ends Wednesday, September 21st. Students who apply will be interviewed by phone in late August or early September.

The Advancement Office is hiring 40 students for our Fall Phonathon Campaign. The job is on campus, weeknights and weekends, and involves calling our alumni to update them on “What’s Happening” at the College and raise money to support the greatest needs of our students, including scholarships. We offer $7.25/hour and incentives. The job begins September 10th and in literally 12 days, students can make up to $350.00. Make friends, develop your skillset, and become a professional expert on the phone.

Shift Responsibilities:

- Call Edgewood College alumni to update them on “What’s Happening” on campus and raise money for the College.
- Accurately record pledge amounts and credit card numbers.
- Capture important information for follow up by Advancement staff.

Expectations:
- Have a clear speaking voice.
- Have a positive attitude and professionally represent Edgewood College.
- Work individually and as part of a team.
- Be mature, reliable, responsible, and able to maintain confidentiality.
- Work at a reasonably fast pace.
- Attend all scheduled shifts (shifts are flexible with student schedules)

Contact Person:

Supervisor Name

Supervisor Email

To apply, complete and submit the application below:

http://www.edgewood.edu/financial/studentemployment/jobpostings/advancement/caller.asp