Position Title: Phonathon Caller  
Dept/Office: Office for Institutional Advancement  
Contact Person: John Hromyak, jhromyak@edgewood.edu, (608) 663-2366  
Dates of Position: April 10-28  
Pay Rate: $7.50/hr new callers

The Advancement Office is hiring students to be Phonathon Callers in our Spring Phonathon which runs from April 10-28. This on-campus job holds shifts in the evenings from 6pm-9pm Sunday through Friday. Join other students in a laid back work environment calling alumni and friends of the College. Phonathon Callers raise money that directly supports students – including money that supports scholarships – and engage alumni on behalf of the College.

Make friends, develop professional skills, and contribute to the future of the College!

**SUMMARY OF JOB SCOPE & RESPONSIBILITIES**

**Shift Responsibilities:**
- Call Edgewood College alumni & friends 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.
- Report to Advancement Office Staff, take instruction and advice from Lead Phonathon Callers.

**Expectations:**
- Have a clear speaking voice.
- Attend all scheduled shifts (shifts are flexible with student schedules)
- 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.

**To Apply:**
[http://my.edgewood.edu/sites/services/HRE/sefs/cjfs/Lists/Phonathon%20Caller/overview.aspx](http://my.edgewood.edu/sites/services/HRE/sefs/cjfs/Lists/Phonathon%20Caller/overview.aspx)

For more information or help with questions contact

John Hromyak  
Annual Fund Director  
jhromyak@edgewood.edu  
(608) 663-2366