Beloit College
Student Employment Job Description

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Development Student Caller</th>
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<tbody>
<tr>
<td>Hourly Rate</td>
<td>$7.50</td>
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<tr>
<td>Department</td>
<td>Development</td>
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<tr>
<td>Supervisor</td>
<td>Mark Wold</td>
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<tr>
<td>Work Location</td>
<td>TBD</td>
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<tr>
<td>Account Number</td>
<td>01-62610-00000-00000-xxxxx</td>
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Do multiple individuals hold this position at one time?  Yes  No

Number of positions available: 35

Work Schedule
A student in this position can expect to work 3.5 hours per day, 10.5 hours per week.
The student will work  Monday thru Friday  Saturday  Sunday  any day of the week.

Hours are available during the following times of the day:  Sunday 1:30 pm - 5:00 pm and 5:30 pm - 9:00 pm;
Monday-Thursday 5:30 pm - 9:00 pm.

Department/Position Overview
The Phonathon is a critical element in Beloit’s annual operating and scholarship budgets. The College relies on unrestricted annual gifts to enhance the education of every student. Phonathon callers contact alumni, parents and friends of Beloit College to build and strengthen relationships and request financial gifts for the Beloit Fund. Participation in training is required of all employees prior to their first calling session.

Description of Duties and Tasks
☒ Interact with and convey a positive attitude to visitors and the campus community in person or by phone
☒ Conform to an established work schedule; reliably work set hours as assigned
☐ Perform clerical duties in support of the department, i.e. data entry, filing, copying, mailings, etc.
☒ Maintain the confidentiality of departmental/employee/student information
☐ Run errands on and/or off campus, including campus mail pick-up and delivery
☐ Perform light cleaning, departmental organization, and upkeep as required
☐ Work efficiently and accurately without immediate supervision
☒ Call alumni, parents and friends of the College to educate them about the Beloit Fund.
☒ Respond to problems and answer any questions about the College. Represent the College positively in discussing issues that concern the alumnus/a, parent or friend
☒ Make a clear, strong case for financial support during every call in an effort to increase both giving and participation
☒ Request a gift to the Beloit Fund. When necessary, negotiate the pledge amount
Clearly update and verify all alumni, parent and friend demographics

Exhibit enthusiasm in support of Beloit and leave all callees (regardless of their giving status) with a good feeling about Beloit

Perform other Phonathon duties as assigned

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**Required Training and Skills**

- Ability to communicate in a concise and effective manner, both verbally and in writing
- Detail oriented with strong organizational skills
- Familiarity with specific computer software, listed here: Microsoft Word & Excel
- Familiarity with specific equipment, listed here:
- Completion of coursework or training, prior experience, and/or specific certifications, listed here:
- Dedication and results oriented mindset
- A deep respect and appreciation for Beloit College and its mission and vision
- Flexibility and receptivity to direction and constructive criticism
- Strong active listening skills
- Comfortable soliciting gifts from alumni, parents and friends
- Confidence when asking for money