



Summary

Advancement Ambassadors (formerly known as phonathon callers) strengthen the relationships between alumni, parents, students, and Caltech. Ambassadors engage thousands of alumni and parents across the country, **raising unrestricted, current-use funds for Caltech, sharing their own stories as Techers, and supporting student life, scholarships, and research.**

Ambassadors earn a **competitive hourly salary** with incentives, work **flexible hours** in a fun, low-stress environment, and **build strong business, networking skills**--all right here on campus! This position is perfect for students looking to build their resume, navigating a busy schedule, or hoping to make Caltech a better place.

Salary

Ambassadors make **\$14.50-\$20/hr** depending on experience. Opportunities for raises and promotions are available based on performance and longevity of employment.

Shifts and Hours

Shifts are between **1.5 to 3 hours** at a time and are available on **afternoons and evenings Sunday through Thursday**. Ambassadors will set their weekly schedule prior to beginning employment. However, they will have the option to work more or less in a given week if properly communicated to their supervisor ahead of time.

Requirements

- Be a current undergraduate or graduate student at Caltech
- A positive attitude toward your Caltech experience
- Willingness to improve business, verbal communication, and listening skills
- Willingness to connect with alumni and parents about their passions and interests

Ambassador Responsibilities

- Build and foster relationships with alumni and parent donors over the phone and through text
- Competently solicit and negotiate donations
- Thank donors via phone calls and hand-written notes
- Attend any required team meetings
- Represent Caltech in a professional and courteous manner
- Treat all financial and personal information as confidential
- Adhere to engagement/attendance policies and procedures (provided during training)
- Be professional and respectful toward constituents, other ambassadors, and supervisors

To learn more about this great campus job opportunity, please contact:

Carter Stripp, Assistant Director of the Caltech Fund

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Or apply today at fund.caltech.edu/Phonathon.