



Summary

Phonathon employs current undergraduate and graduate students throughout the year. Callers reach out to more than 10,000 alumni and parents across the country to raise unrestricted, current-use funds for Caltech (to help Techers like you!) and to strengthen relationships between alumni, students, parents, and the Institute.

Callers help support Caltech students, programs, and research, while gaining valuable networking, negotiating, and interviewing experience. We offer competitive pay with incentives, flexible hours, and a fun, low-stress work environment—all right here on campus!

Salary

Callers make **\$12.50-\$20/hr** depending on experience. Opportunities for raises and promotions are also available.

Work Week

Daytime, evening, and weekend shifts are available. Shifts are **3 hours each**, and most callers work 2-3 shifts per week. Callers are in charge of setting their own schedule.

Requirements

- Be a current undergraduate or graduate student at Caltech
- A positive attitude toward your Caltech experience
- Willingness to learn good telephone skills, including verbal communication and listening
- General knowledge of current activities around campus, or willingness to keep up with campus news

Caller Responsibilities

- Solicit alumni for unrestricted contributions to support the Institute's greatest needs
- Represent Caltech in a professional and courteous manner
- Treat all financial and personal information as confidential
- Promote the Institute and the Caltech Fund
- Complete all necessary forms and attend training before first calling shift
- Attend any required meetings
- Provide adequate notice when you will be late or absent
- Arrive at work on-time and prepared to call
- Treat fellow callers and Caltech Fund staff with respect

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

Kathleen LaManna, Assistant Director of Student Philanthropy

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Or apply today at fund.caltech.edu/Phonathon