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](http://fund.caltech.edu/Phonathon).