CALTECH FUND PHONATHON CALLER

Job Description

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

Callers raise funds to help support Caltech students, programs, and research, while gaining valuable networking, negotiating, and interviewing experience. This is a wonderful opportunity to become involved with Caltech and have a great time doing so. The Phonathon offers competitive pay with incentives, flexible hours, and a fun, low-stress working environment--all right here on campus! The **average caller makes $15-18/hr**. 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 each week.

Requirements:
- Must be a current undergraduate or graduate student at Caltech
- A positive attitude toward your Caltech education
- Willingness to learn good telephone skills, including verbal communication and listening
- Knowledge of current activities around campus

Caller Responsibilities:
- Solicit alumni for unrestricted contributions to support the Institute’s needs
- Represent Caltech in a professional and courteous manner
- Treat all financial and personal information as confidential
- Promote the Institute and the Caltech Fund
- Attend and complete training before first calling shift
- Attend required meetings, as necessary
- Schedule shifts with supervisor
- Arrive at work on-time and prepared to call
- Use the script and other materials provided by the Fund staff in an appropriate manner, complete necessary forms accurately, and discuss questions or issues with the staff

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

Perry Radford, Assistant Director for Annual Giving @ pradford@caltech.edu **626.395.6690**.

Or apply today at fund.caltech.edu/Phonathon

Thank you for your interest!