

**UNIVERSITY OF WASHINGTON
OFFICE OF ANNUAL GIVING-*STUDENT CALLING PROGRAM*
STUDENT CALLER JOB DESCRIPTION**

Working Title: Student Caller

Department: Student Calling

Supervised By: Assistant Director for Student Calling

Location: Washington Commons

POSITION PURPOSE

Student Calling Program representatives are primarily responsible for calling alumni, friends, and parents across the United States and Canada to acquire and renew gifts to the University of Washington.

DUTIES AND RESPONSIBILITIES

- Work 12-19.5 hours per week, including one weekend shift and two weekday shifts
- Cultivate and solicit alumni, friends, parents and students of the UW
- Build positive relationships with prospects as a representative of the University
- Attend quarterly trainings and bi-quarterly all-office meetings
- Provide additional assistance for unit partners
- Check work related email at least once a day
- Other duties as assigned

SUPERVISION RECEIVED

Student callers will be supervised by the Assistant Director and Project Manager. In the absence of the AD and PM student management team will directly supervise student callers.

SUPERVISION EXERCISED

None.

REQUIREMENTS

- Fully matriculated student at the UW and available to work two consecutive quarters
- Strong interpersonal skills and customer service. Poised, professional manner with the ability to express oneself clearly and empathetically in interactions with others in all forms of communications, especially in all verbal communications, both in-person and over the telephone
- Enthusiasm for the University of Washington and an appealing phone presence
- Ability to be an appropriate ambassador to alumni and friends of the UW

CONDITIONS OF EMPLOYMENT:

Beginning Student Calling Program representatives are paid \$13.00 per hour (effective January 2016).



**UNIVERSITY OF WASHINGTON
STUDENT CALLING PROGRAM
STUDENT APPLICATION**

Received - Date: _____ By: _____
 Interview - Date: _____ Time: _____ With: _____
 Ph. Interview. - Date: _____ Time: _____ With: _____
 Position Offered - Yes: _____ No: _____
 Comments : _____
 Orientation - Date: _____ Time: _____

GENERAL INFORMATION

First Name: _____ Middle Name: _____ Last Name: _____

Local Address: _____

City: _____ State: _____ Zip: _____

Phone (Local): _____ Student ID: _____ Email: _____
 Permanent Address: _____

City: _____ State: _____ Zip: _____

Phone (Permanent): _____

DOB: _____ Emergency contact: _____ Contact Phone #: _____

Major: _____ Class/Year: _____ Credits this quarter: _____
 (NOTE: incoming freshmen cannot be hired until the 1st day of class)

EMPLOYMENT HISTORY: (List most recent employment experience)

| Dates of Employment | Employer/ Location | Position(s) Held | Description of Duties | Supervisor | Phone Number |
|---------------------|--------------------|------------------|-----------------------|------------|--------------|
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REFERENCES: (Provide a minimum of 2 references. Professional references only)

| Name | Address and Phone Number | Occupation / Relationship |
|------|--------------------------|---------------------------|
| | | |
| | | |

PLEASE ANSWER THESE QUESTIONS ON A SEPARATE SHEET OF PAPER:

1. Have you ever been involved in fundraising? Please describe the campaign or cause, and indicate your role. Also please describe an instance in which you were particularly persuasive. (This can include school or charity sales, door to door solicitations, proposal writing, etc.)
2. Do you have any other sales, public relations, communication, marketing or survey experience? (This may include paid, volunteer, or school related work.)
3. What do you think is the average gift a UW alumnus makes?
4. How did you hear about this job?
5. Have you applied to this office before? If so, when?

ADDITIONAL REQUIREMENT'S FOR COMPLETED APPLICATION:

1. Above Application Questions
2. Cover Letter

SCHEDULING:

Are you available to work next quarter? Yes No

Can you commit¹ to work at least 2 consecutive academic quarters? Yes No

Shift times are listed below. Please indicate which shifts you would be available to work. There is a minimum commitment of three shifts per week (one being a weekend) or Saturday and one other shift, with a maximum of four shifts per week possible.

| Sunday 1:00pm - 5:00pm | Sunday 5:00pm- 9:00pm | Monday 5:00pm- 9:00pm | Tuesday 5:00pm- 9:00pm | Wednesda y 5:00pm- 9:00pm | Thursday 5:00pm- 9:00pm | Saturday 10:00am- 2:00pm |
|-------------------------------------|------------------------------------|------------------------------------|-------------------------------------|--|--------------------------------------|---------------------------------------|
| | | | | | | |

How many shifts would you like to work? _____ When can you begin? _____

I hereby certify that the information provided on this application, along with any supplemental application materials, is complete and accurate to the best of my knowledge. Misrepresentations, deliberate falsifications or omissions of fact in my application or supplemental application materials may be justification for refusal of employment, or if employed, termination of employment.

I authorize University Advancement to check references and contact current/former employer(s) or references to verify any and all application information. I give consent and release from liability any organizations and persons contacted in verifying the information provided to University Advancement during the verification process.

I further authorize University Advancement to make inquiries regarding criminal conviction history. I understand that employment is contingent on a satisfactory criminal history report from the Washington State Patrol or other background related agency.

I understand that employment with SCP is at the will of SCP management and University Advancement and the employment relationship may be terminated at any time.

Signature: _____

Date: _____

¹ Commitment of availability for work does not guarantee future employment nor does it create a contract of employment. All Student Calling Program Callers and Managers are employed at the will of SCP management/University Advancement and employment relationship may be terminated at any time.