Student Phone-a-thon Caller | Job Description

Student callers contact hundreds of alumni, friends, and parents of Medaille each semester to ask for their support of Medaille and update them with campus news. Students are the best ambassadors to talk about the Medaille experience - because they’re living it.

This position requires excellent communication skills, a problem-solving mentality, the ability to think on your feet in a fast-paced environment, and a genuine affinity for Medaille. Working on the Phone-a-thon team is a great opportunity to improve your communication skills.

Responsibilities and Duties

- Serve as an ambassador by establishing an open and engaging line of communication between the College and its supporters.
- Gain an understanding of the College, its organizational structure, and its annual needs for financial support.
- Call constituents (alumni, parents and friends of Medaille) to build rapport, update demographic information and acquire gifts to the Annual Fund.
- Work with other callers in a team oriented environment to further the development of the student calling program and reach goals.
- Commit to a minimum of 7.5-11.25 hours (2-3 shifts) per week.
- Arrive on time and with a positive attitude to scheduled calling sessions.
- Handle personal information with extreme confidentiality.
- Have a good time and make new friends!

Questions? Contact Tricia Jetty at (716) 880-2525 or email patricia.r.jetty@medaille.edu.