MSU Phonathon
Phonathon Caller – Fall 2017 & Spring 2018

Qualifications:
- Must be MSU student enrolled in 6 hours or more
- Ability to work as a member of a team
- Strong and clear oral skills
- Possess organizational abilities and attentiveness to details

Skills/Experience Preferred:
- Personable, friendly, reliable, and hardworking
- Good listening and communication skills
- Ability to speak and understand English clearly
- Ability to organize and present facts in a concise and persuasive manner
- Ability to record data accurately and maintain confidentiality
- Ability to build a strong compelling case in support of MSU in the interactions with prospects during telephone communication
- Ability to work independently and make good decisions with minimal supervision
- Possess sound judgment, maturity, poise, and tact in dealing with the Phonathon staff, MSU Annual Fund staff, and all other MSU constituents

Job Description:
As a Phonathon Team Member, you will call two major constituencies during the year: alumni and parents. You will be on the front line representing the student body and administration to our greater MSU family. You will constantly be on the phone discussing MSU and asking for financial support for the Annual Fund. Phoning skills will be taught during training, we will do our best to set you up for success.

Schedule/Hours: Must work at least two shifts per week. Must have no other campus jobs exceeding 10 hours (Exceptions to this rule are considered but not always granted due to the nature of the job)
Shifts are: Monday – Thursday 5:30 p.m. – 9:00 p.m.

Compensation: Starting hourly pay rate is $7.25/hour. Plus, $.25 each semester you stay with us. Phonathon callers, TLA, and TL positions are capped at $9.50 per hour.

Application Procedure: A completed Phonathon application is required and can be picked up in the Annual Fund Office Monday – Friday from 8:00 a.m. – 5:00 p.m. or online at http://www.mwsu.edu/annualfund/phonathon

Contact: Jeanette Perry at jeanette.perry@mwsu.edu or call (940) 397-4539

Note: This position is subject to changes.

9/6/2017