

Position Description
The University of Montana Foundation

Title: UM Excellence Fund Phonathon Caller
Effective: August 20, 2008
Reports to: Director of Human Resources & Policy Administration

BASIC FUNCTION AND RESPONSIBILITY:

UM Phonathon callers are responsible for contacting alumni, friends and parents of UM in a fundraising and "friend raising" capacity. Callers will solicit gifts for The University of Montana, provide information about the University, specific colleges or programs, and update alumni records. Callers must maintain confidentiality of information. Nightly duties include calling UM prospects (alumni, parents and friends), entering data and completing other CampusCall applications, and maintaining an accurate record of calling activity. Phonathon callers serve as ambassadors for The University of Montana.

Time: 5:30 – 9:00 p.m. Sunday through Thursday
September 14 – December 4 (not required to work on University holidays)

Salary: Starts at \$7.00 per hour

Location: Corbin 54

Benefits:

- Professional training – develop marketable job skills and gain valuable experience in public relations, communications, fundraising and marketing
- Increased knowledge of The University of Montana
- Résumé builder – unique job experience

KNOWLEDGE, SKILLS AND ABILITIES:

Requires a student who is dependable and motivated with excellent telephone skills and a clear speaking voice. Students must be able to follow instructions with a high regard for detail and be eager to convey enthusiasm for UM in a positive and mature manner. They must also be comfortable building a case for giving to the UM Foundation and asking for a gift from alumni, friends and parents of The University of Montana

Callers are responsible for finding their own replacements if they are unable to work a scheduled night. Employees are expected to report for work **on time** for the nights they are scheduled to work and must work the entire shift.

All employees are required to attend the MANDATORY ORIENTATION before they begin calling. Employees will be paid for orientation and training at their base hourly wage. Orientation for **ALL** callers is Sunday, September 14, 2008 in Corbin 54 from 5-9pm.

Subsequent scheduling includes one week of training, followed by approximately 3 months of regular calling.

TO APPLY:

Contact Roberta Maestas, Director of HR at the UM Foundation, at 243-4944 or roberta.maestas@mso.umt.edu at the beginning of fall semester. Hiring will take place during the first week of classes. After submitting an application, you may be asked to participate in a brief phone interview.