



Student Phone Program (SPP)

TECH CALLER

Job Description

Summary:

The Student Phone Program (SPP) employs current Caltech undergraduate and graduate students throughout the year. Tech Callers reach out to more than 5,000 alumni across the country to raise unrestricted, current use funds for Caltech and to strengthen relationships between alumni, students, and the Institute.

Not only do students raise funds to help support Caltech students, programs, and research, Tech Callers gain valuable networking, negotiating, and interviewing experience. This is a wonderful opportunity to become involved with Caltech and have a great time doing so. The SPP offers **competitive pay with incentives**, flexible hours, and a fun, low-stress working environment--all right here on campus! Opportunities for raises and promotions are also available.

Work Week:

- Daytime, evening, and occasional weekend shifts are available

Requirements:

- Must be a current undergraduate or graduate student at Caltech
- A positive attitude toward your Caltech education
- 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 Alumni Fund
- Attend and complete all trainings before first calling shift
- Attend any mandatory meetings
- Schedule shifts with supervisor
- Arrive at work on time and be prepared to leave on time
- 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 Amanda Haylock, assistant director for Annual Giving, at ahaylock@dar.caltech.edu or 626.395.3843. Or apply today at <http://giving.caltech.edu/ASG/students>.

Thank you for your interest!