



ALVERNO COLLEGE
ESTABLISHED 1887

Non-Exempt Student Position Description

Position Title: Student Fundraising Representative **Date:** August 2017

Department: Advancement **Status:** Student Employment

Primary Function: Make phone calls to alumni and friends by using a provided call list and script. Provide campus updates and ask for financial support for the college. Record pledges and information accurately and process gifts.

Principal Responsibilities

1. Attend scheduled trainings.
2. Keep prospect information confidential
3. Update prospect records while on the phone with the prospect
4. Follow our 4-ask script to help secure gifts from alumni
5. Consistently use the Alverno 8 Abilities whenever applicable (communication, analysis, problem solving, valuing, social interaction, developing a global perspective, effective citizenship, and aesthetic engagement) to perform work.
6. Comply with safety procedures and maintain clean and orderly work areas.
7. Perform other tasks as necessary to support the mission of the College.

Qualifications

1. Must be a currently registered Alverno student. Must meet Financial Aid Satisfactory Academic Progress requirements.
2. General knowledge of Alverno campus happenings
3. Passion for Alverno and a desire to connect with others about Alverno
4. Ability to work independently to meet individual goals
5. Ability to problem solve
6. Consistent attention to detail
7. Demonstrate strong communication skills

Additional requirements for all on-campus (student worker) jobs:

1. Undergraduates must be at a minimum of six credits to work during the academic year, graduate students must be at a minimum of three credits. Student workers do not need to be registered for summer school to work during the summer, but must be appropriately registered for fall (6 credits for undergrads, 3 credits for grads) in order to work in the summer
2. If you are at unsatisfactory academic progress for financial aid, you are ineligible to work on campus.

Working Conditions

General office environment

Notes

- Length of employment is based on job availability, funding and employee performance. Start and End Dates of position to be determined.
- Performance evaluations are determined by the department. Please contact the supervisor for more information.

Ready to apply? Click [HERE](#) to complete your application.

