

RADFORD UNIVERSITY

Telephone Outreach Program



A NEW BEGINNING...

Thank you for your interest in becoming a student caller for the Radford University Telephone Outreach Program! This exciting opportunity will allow you to work in a fun, rewarding environment, meet and talk with new people, build your resume' and provide a wonderful service to your university!

To apply, simply print out the application from the RU website at <http://www.radford.edu/formsonline.html>

Find the **Foundation** listings and choose the **Telephone Outreach Program Student Caller Application**

Here you will find our internal application. Fill out this application and either leave it at the information desk at the Bonnie or send it to:

Paul Clark

Assistant Director of Annual Giving
Radford University Foundation, Inc.
6234 University Park Drive
Building 2, Code 114
Radford, VA 24141

For questions, call or email **Paul Clark** at 831-5812 or pclark7@radford.edu

STUDENT CALLER POSITION DESCRIPTION

- **Must be a full-time Radford University student. Must be able to commute to the Student Calling Center located in the Business Technology Park.**

Necessary Skills:

- Ability to speak English clearly
- Ability to record data accurately
- Experience using Microsoft Windows
- Ability to build a strong, compelling case in support of Radford University and our campaigns during telephone communications with prospects

Responsibilities:

- To call potential donors to Radford University to communicate accomplishments and goals of the university and its fundraising activities
- To record the results of these calls in a Windows-based, automated dialing database software package
- Other duties as assigned
- Must perform all duties with: professionalism, leadership, initiative, and positive attitude

Schedule/Hours

- Shifts are Monday and Wednesday from **5:45PM – 9:15PM** and every other Sunday afternoon from **1:45PM – 5:15PM OR** Tuesday and Thursday from **5:45PM – 9:15PM** and every other Sunday afternoon from **1:45PM – 5:15PM**

Compensation

- Hourly pay is \$6.75. Prizes will be awarded for outstanding performance during shifts and periodic raises based on performance may be attained following semester evaluations.



RADFORD UNIVERSITY

Telephone Outreach Program



APPLICATION FOR EMPLOYMENT

Radford University Student Caller

NAME: _____

SS#: _____

ADDRESS: _____

TELEPHONE: _____ RU ID# _____

EMAIL: _____

YEAR AT RADFORD: _____

DESIRED SHIFT (CIRCLE ONE):

M/W 5:45PM - 9:15PM

& EVERY OTHER

SUNDAY 1:45PM - 5:15PM

T/Th 5:45PM - 9:15PM

& EVERY OTHER

SUNDAY 1:45PM - 5:15PM

LIST AND DETAIL ANY TELEMARKETING EXPERIENCE:

LIST AND DETAIL ANY DATA ENTRY EXPERIENCE:

LIST AND DETAIL ANY SPECIAL PROJECTS, GROUPS OR ORGANIZATIONS YOU WERE/ARE INVOLVED IN AT RU:

SIGNATURE: _____ DATE: _____