



University Development Call Center

Student Caller Responsibilities

University Development Call Center offers rewarding, part-time, paid positions for students enrolled at the University of Mississippi. As a student caller, you will gain valuable experience in donor cultivation, development communications, gift solicitation, and stewardship. Please note that the calling program is 6-10 weeks in the fall and 6-10 weeks in the spring.

Responsibilities:

- Contact University of Mississippi alumni, parents, and friends to
 - o Inform on university news, events, and initiatives
 - o Update contact information
 - o Procure financial support
- Act professionally as a goodwill ambassador for the University of Mississippi
- Input and maintain accurate donor data
- Check-in with management team and maintain productivity to meet nightly goals
- Utilize feedback and coaching from staff to improve calling technique
- Answer questions that arise and make notes of prospect requests or problem areas

Qualifications:

- Knowledgeable and enthusiastic about the University of Mississippi
- Excellent communication and customer service skills
- Ability to accurately record data
- Commitment to work at least 3 shifts a week
- Full-time student status

Benefits:

- Flexible scheduling
- Great resume builder, gain experience in marketing, networking, and fundraising

Please send completed application, resume, and cover letter to:

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