



# Telefund Student Ambassador

## *Annual Giving/IA*

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*Spring 2024*

### **Duties/Responsibilities:**

- Engage alumni and parents through various communication channels, including phone calls and text messages.
- Build and maintain positive relationships with the Oxy alumni and parent community.
- Communicate effectively, showcasing the importance of financial contributions to the college.
- Work closely with student ambassadors for coordinated outreach.
- Bring creative input to brainstorming sessions for social media and video content.

### **Qualifications:**

- Strong verbal and written communication skills.
- Ability to articulate the importance of fundraising with enthusiasm.
- Maintain an open schedule, with a particular emphasis on availability between 12:00 PM and 5:30 PM.
- Display genuine enthusiasm for fostering connections with alumni and parents.
- Enjoy collaborating with a diverse team atmosphere.
- Showcase quick and accurate typing skills for efficient communication.

**Start date:** February 4, 2024

**End date:** May 10, 2024 (with possibility to continue employment in subsequent semesters)

**Work Schedule:** (Sunday to Thursday) shifts from 12:00pm – 3:30 pm, 2:00 pm – 5:30 pm, 5:30 pm – 9:00 pm

**Hours Per Week:** 10.5hr/week (Three shifts/week; one shift/day)

**Starting pay rate:** \$16.78/hr

**Work Award:** No Required

To apply, please submit student employment [student employment application](#) to [medinasegura@oxy.edu](mailto:medinasegura@oxy.edu) by Sunday, January 28th at 11:59PM. All class years welcome!

