Telefund Student Caller
Office of the Oxy Fund

Fall 2019

Calling takes place Sunday-Thursday, from 2:00-5:30pm and 5:30-9:00pm, depending on caller availability. Callers are required to work 3 shifts per week.

**DUTIES/RESPONSIBILITIES:**
Telefund Callers are responsible for contracting alumni, parents, and friends of the College to inform them of campus news and events, answer any questions about the College, ask for financial support for Oxy, and maintain a personal connection between the prospect and the College.

Student callers help secure nearly $500,000 a year for the Oxy Fund, Tiger Club, and other campaigns. Callers must work three shifts per week but cannot work more than one shift per day (10.5 hour total commitment/week). Day shifts are from 2:00-5:30pm and night shifts from 5:30-9:00pm.

**REQUIREMENTS:**
Must have great communication skills and enjoy talking on the phone. Students must be outgoing, personable, quick learners, and reliable with a consistent work schedule.

**Employment Period:** 08/11/2019 – 05/16/2020
**Work Schedule:** Mon-Fri, 3 – 3.5 hour shifts/week
**Starting Pay Rate:** $14.25/hour

To apply, please submit student employment [application](mailto:lwarren2@oxy.edu) to Linneen Warren at lwarren2@oxy.edu