

MVNU Student Employment Job Description

JOB TITLE: Student Phonathon Assistant

DEPARTMENT: Advancement

REPORTS TO: Darrel George, Director of Development and Annual Giving

Job Summary: As an important part of MVNU's fundraising team, student callers reach out to alumni, and friends of the University to share exciting news about campus activities, update contact information, and help raise funds for scholarships and other initiatives.

REQUIREMENTS:

- **Recommended Education/Training:**
 - Enrolled as a current traditional student at MVNU
- **Experience/Background/Knowledge:**
 - Positive, helpful attitude towards all University constituents
 - Experience with data entry is preferred
- **Skills:**
 - Strong Communication Skills
 - Ability to use a computer for data entry
 - Comfortable speaking with strangers over the phone.
 - Ability to handle rejection gracefully
 - Ability to handle confidential information in a professional manner
 - Dependable
- **Attire on the Job:**
 - University Dress Standard as listed in the Student Handbook
- **Expectations:**
 - Provide a professional, organized, and efficient office environment
 - Exhibit a Christ-like attitude in all assigned duties
 - Upholding office policies and protecting confidentiality of sensitive information

NORMAL WORKING HOURS and DAYS: The University Advancement office is open weekdays, Monday-Friday from 8am-4:30pm. Available to work nights and weekends.