



Caller
Lancer Line

Responsibilities:

- Calling current and potential donors of Longwood and informing them of the accomplishments and goals of the university with particular interest of the Longwood Fund. These prospects include Longwood alumni, parents and friends.
- Asking prospects for financial support of the university at various levels.
- Updating donor information and keeping them informed of current events.
- Performing goals with integrity, professionalism, and Longwood spirit!

Requirements:

- Longwood knowledge and affinity
- Good oral and written communication
- Ability to build a strong case for the importance of supporting the Longwood Fund
- Ability to handle rejection well
- Exceptional customer service skills
- Dependable, reliable, team player mentality
- Energetic and enthusiastic personality
- Must best represent the Office of University Advancement and Longwood University

Schedule/Hours:

During the spring 2009 semester, shifts will be Sunday - Thursday from 6:00 – 9:00 p.m. and Tuesday and Wednesday 1:00 – 3:00 p.m. You have the opportunity to work as many shifts as you wish per week, depending on space availability. You must work at least **2** shifts per week during the weeks of February 15-March 22. We will not be calling the week of Spring Break, March 8-12. The weeks of March 29th and April 5th will be optional.

Salary:

The rate of pay is \$6.75 per hour, in addition to bonuses based on performance.

Benefits:

- University Development and Public Relations experience
- Convenient on-campus location
- Merit-based incentives
- Fun environment
- Opportunities for growth

Training:

- Three days of training is mandatory for new associates.
- All associates must attend general training on Monday February 9th from 6-9 p.m.
- All new associates **must also attend** two additional training sessions on Tuesday February 10th, Wednesday February 11th, and/or Thursday February 12th.

- All trained associates will begin calling the evening of Sunday February 15th! All new hire paperwork MUST be turned in before you can begin work!

Please complete attached application. For questions or concerns, please contact Alyson Goff at goffak@longwood.edu.