

UWL FOUNDATION

Cleary Alumni & Events Center East Avenue North La Crosse, WI 54601

UWL Foundation Student Outreach Representative

Description:

Students are the heart of the calling program for the UWL Foundation. Current UWL students who are passionate about UWL and are willing and able to create rapport with alumni, parents, and friends of the university in order to ask for and negotiate support of students and staff at UWL would make a good fit for this role. Primary duties include contacting alumni, parents and friends by phone to develop, build and strengthen their relationship with UWL while soliciting their financial support of the University.

You may be the only personal contact many alumni, parents and friends receive from UWL this year so it is imperative that you do your very best on each and every call to engage them and encourage their support of UWL!

Qualifications and Preferred Skills:

- BE ENTHUSIASTIC, especially when it comes to UWL!
- Clear communication skills/comfortable with speaking to people on the telephone
- Strong work ethic with good attendance record and strong attention to detail
- Current UWL undergraduate student, second semester freshman or older
- Flexible, dedicated and results oriented
- Able to understand and incorporate constructive criticism to improve performance
- Ability to work well independently and in a team setting

Responsibilities (not limited to):

- Serve as an ambassador by establishing an open and engaging line of communication between UWL and its supporters and potential supporters
- Gain an understanding of the university, its organizational structure and its need for financial support.
- Call constituents (alumni, parents, friends, faculty, and staff of UWL) to acquire, renew, and increase charitable donations to support the university
- Arrive ON TIME and with a positive attitude to scheduled calling sessions.
- Present UWL in a positive light with alumni, parents and friends.
- Keep work stations clean and tidy.
- Alert the Student Management team of donor problems or concerns.
- Clearly and accurately verify/update all required demographic information during calls.
- Accurately record the results of each call in the calling software.
- Handle personal, donor and financial information with extreme confidentiality.
- Ask questions if you need clarification or don't know how to do something.
- Attend all mandatory staff meetings and trainings throughout the semester
- Complete and pass background clearances as required by UWL
- Commit to work 2-3 shifts per week during the evening hours.
- Refrain from having your cell phone out at the calling stations during your shift

Benefits:

- Many opportunities for bonuses and incentives each semester.
- Build your own schedule each semester.
- Work on campus and get all University breaks off automatically.
- Work with other students in a fun and laid-back atmosphere.
- Build your resume and learn negotiation, excellent communication, and many other practical skills that translate across all job fields.
- Opportunities for advancement - Experienced students can work as Managers.

Schedule/Hours: Calling shift are 3 hours each and scheduled for Sunday through Thursday from 5:30 – 8:45pm, Friday and Saturdays from 11am-2pm. All Representatives are expected to work at least 2 shifts per week and 2 Saturdays throughout the semester. Representatives are scheduled to work the same days for the entire semester. Schedule is based on seniority.

Compensation: \$9.00 hourly starting salary with potential for annual increases, monthly bonuses and paid incentives.

Fall 2018 openings:

- Applications due Thursday, September 6, by 12pm
- Interviews (Cleary Center): Friday, September 7
 - Training: September 9-21, 2018
 - Calling: September 23-December 7

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Application

Name:

Student ID:

Address:

Cell Phone:

Email:

Semester/Year you will graduate:

Major/Minor:

Which days of the week would you be available to work:

Sunday Monday Tuesday Wednesday Thursday Friday

Why did you choose UWL? *

Why do you want to be a Student Outreach Representative? *

In what ways do you think alumni support affects your personal experience at UWL? *

What do you know about fundraising and philanthropy? Do you have any experience in these areas? *

What experiences have you had and what traits and characteristics do you possess that would make you a good representative of UWL? *

What do you consider your biggest achievement and how would that experience help you in this position? *

Tell about a time that you were rejected for something and how you dealt with the situation. *

How did you hear about this position? If you were recommended by a past or current Representative, who? *

Do you or have you worked on campus before? If yes, please provide where on campus and give one reference. *

Please list any and all involvement/responsibilities you have this semester.

Is there anything else that you'd like us to know about you?

Send completed applications to Taylor Wilmoth: UWL Foundation, 116 Cleary Center OR Email twilmoth@uwlax.edu by 5pm Monday, 4/16.