#### Student Caller Job Description

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Student Caller</th>
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<tr>
<td>Rate of pay:</td>
<td>£10.00 per hour</td>
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<td>Duration of work:</td>
<td>Saturday 16 March – Sunday 31 March (up to 20hrs per week)</td>
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<td>Working Pattern:</td>
<td>Evenings and weekends</td>
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<td>Suitable for:</td>
<td>Current students of St Edmund’s College</td>
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There are two main aims for this role:
- To build and develop relationships between St Edmund’s College and its graduates.
- To raise money for the College in support of the student experience.

This role is a great opportunity to do something worthwhile in support of the College, while making an income to supplement your studies. You will have a wide range of engaging conversations while connecting with the College’s community of alumni and learn about how fundraising works and why it is important.

**What does being a Student Caller involve?**

Student callers telephone Eddie’s alumni from College to update them on news and events, as well as to gain valuable feedback on events and the annual publication *The Edition* which they receive. They are also asked to support priority funding areas of the College with a donation.

Although ultimately the job of a student caller is to raise money for the College, all alumni should have a meaningful and enjoyable conversation with the callers. Callers keep accurate records of the calls on our software and write a short message to people they have spoken to.

**Person Specification**

- Current student at St Edmund’s
- Understanding of, and enthusiasm for, the mission of the College and the University
- Able to listen actively
- Able to communicate in a way which inspires confidence
- A flexible communication style in order to adapt to differing needs of alumni
- Comfortable to ask alumni for financial support for the College
- Reliable and a good timekeeper in order to attend all designated shifts
- Organised in order to balance working with studies
- Able to make positive contributions to the team to ensure good team spirit
- Resilience in order to move on quickly from occasional negative responses
- Able to operate telephone equipment
- Able to communicate in writing sufficiently well to write messages to people called

Applicants must be able to prove their right to work in the UK and have the approval of the Tutorial Office to have this role before applying.
Previous telephone fundraising, marketing or sales experience is not essential as full training will be given.

How to Apply

Please provide a CV and covering letter to Chris Powers on development@st-edmunds.cam.ac.uk. Following this, there will be a panel interview and a test telephone interview run by our fundraising consultant Gilb Fletcher.

Applications are due by the end of Sunday 20 January 2019. Any questions please e-mail development@st-edmunds.cam.ac.uk.