



PHONATHON APPLICATION

SCSU DEVELOPMENT OFFICE
WINTERGREEN BUILDING RM. 178
PHONE: (203) 392-6515
EMAIL: Pettitc1@@SouthernCT.edu

You are applying for a Phonathon Caller position with the Development Office at Southern Connecticut State University. You will be responsible for contacting alumni, parents, and friends of the University to ask for financial contributions to the University. **If you feel that you cannot comfortably ask for monetary contributions, please do not apply.**

POSITION REQUIREMENTS

- **Matriculated full time student at SCSU**
- Available to work a minimum of two shifts per week
- Maintain a professional manner
- Outgoing and enthusiastic personality with a great telephone manner
- Command of the English language
- Confidence in asking for specific amounts of money
- Attendance at Phonathon orientation, training sessions and staff meetings

RESPONSIBILITIES

- Maintain an adequate level of productivity
- Request monetary support that will benefit various programs within the University.
- Update alumni records using the automated Phonathon system
- Presenting a positive, enthusiastic, and professional telephone manner to all prospective donors
- Keeping abreast of current university events
- Being aware of and adhering to all policies and procedures outlined in the SCSU Phonathon Caller manual
- Performing additional duties as assigned by the SCSU Development Office and Phonathon Management including serving as Student Ambassadors at University events.

BIOGRAPHICAL INFORMATION

Student Southern ID (REQUIRED) _ _ _ _ _

First Middle Last

Major Minor Anticipated Graduation Year

CONTACT INFORMATION

Personal Email Address: _____@_____

University Email Address: _____@southernct.edu

Mobile Phone: (____) _____ - _____

Continued...

Campus Phone: (____) _____ - _____

Home Phone: (____) _____ - _____

Local/Campus Address

City, State, and Zip

Permanent/Home Address

City, State, and Zip

AVAILABILITY

The Phonathon runs Sunday through Thursday 6-9 pm and Sunday 2-5 pm. Please indicate your availability below by circling yes or no. **ALL student callers are REQUIRED to work on Sundays.** However, you can choose which shift to work.

DAY	Shift 1	Shift 2	Circle YES or NO if you are/are not available.	
Sunday	2:00 – 5:00 pm	6:00 – 9:00 pm	Circle One – Sundays are mandatory.	
Monday		6:00 – 9:00 pm	Yes	No
Tuesday		6:00 – 9:00 pm	Yes	No
Wednesday		6:00 – 9:00 pm	Yes	No
Thursday		6:00 – 9:00 pm	Yes	No

WORK EXPERIENCE

Please indicate your work experience beginning with most recent.

Employer #1

Contact/Supervisor

Phone Number

Position

Dates of Employment

Primary Job Responsibilities

Employer #2

Contact/Supervisor

Phone Number

Position

Dates of Employment

Primary Job Responsibilities

IMPORTANT – PLEASE READ CAREFULLY.

Student workers are **limited to 20 hours per week** for all on campus employment. If you working in another campus department, it is your responsibility to make sure that this job will NOT interfere with that position and will NOT bring your total hours worked in one week over the 20 hours. **If your total hours exceed 20 hours, you will risk being terminated.**

Signature

Date