



## Telefund Student Ambassador

*Annual Giving/IA*

*Spring 2025*

### **Responsibilities:**

- Engage alumni and parents through various communication channels, including phone calls and text messages.
- Build and maintain positive relationships with the Oxy alumni and parent community.
- Communicate effectively, showcasing the importance of financial contributions to the college.
- Work closely with student ambassadors for coordinated outreach.
- Bring creative input to brainstorming sessions for social media and video content.

### **Position Preferences:**

- Strong verbal and written communication skills.
- Ability to think on your feet in a fast-paced environment
- Willingness and ability to learn new computer data systems
- Maintain an open schedule, with a particular emphasis on **availability between 12:00 PM and 5:30 PM.**
- Display genuine enthusiasm for fostering connections with alumni and parents.
- Enjoy collaborating with a diverse team atmosphere.
- Showcase quick and accurate typing skills for efficient processing.

**Start date:** February 2nd, 2025

**End date:** May 10th, 2025 (with possibility to continue employment in subsequent semesters)

**Work Schedule:** (Sunday to Thursday) shifts from 12:00pm – 3:30 pm, 2:00 pm – 5:30 pm, 5:30 pm – 9:00 pm

**Hours Per Week:** 10.5hr/week (Three shifts/week; one shift/day)

**Starting pay rate:** \$17.28/hr

**To apply, please submit a student employment application to medinasegura@oxy.edu by Friday, January 24th at 11:59PM. All class years welcome!**

