



**POSITION:** Student Caller

**LOCATION:** Chico State Calling Center – Sapp Hall

**ESSENTIAL JOB FUNCTIONS:** The Student Caller position is an entry-level position with the Chico State Fund, Annual Fund at CSU, Chico. Student callers are responsible for contacting CSU, Chico Alumni and parents to inform them of campus news and events, answer any questions about the University and solicit financial support for Chico State. Student Callers alone are responsible for generating thousands of dollars each semester for the Annual Fund. The Student Caller is expected to progress in their fundraising ability while working closely with the supervisory staff in order to ensure improvement. Must be motivated and possess a good telephone voice and personality, accurate data entry skills, and demonstrate work reliability. In addition, must show an ability to facilitate a conversation between themselves and prospective donors.

**EMPLOYMENT STANDARDS:** A good telephone voice and friendly phone personality are critical to success as a Student Caller. Must have an ability to converse in a positive, personal, yet professional manner and keep all records confidential. Student Callers are expected to keep up to date on campus activities and attend all trainings and briefings. Must be available a minimum of three shifts (9 hours) each week, including one weekend shift.

**COMPENSATION:** Starting wage: \$8.00/hour with a graduated scale with increases based on completed hours of work. Bonuses based on performance available. Promotional opportunities available.

The employer is the CSU, Chico Research Foundation, a non-profit corporation serving as an auxiliary organization of California State University, Chico. Employment is considered to be at-will.

**APPLICATIONS:** Applicants must submit a completed CSU, Chico Research Foundation application and supplemental application. Application materials and job announcement can be obtained by contacting:

**BY MAIL:**

CSU, Chico Research Foundation  
CSU, Chico, Building 25  
Chico, Ca. 95929-0246

**OR CALL:** (530) 898-6811

**OR VISIT OUR WEBSITE:**

<http://www.csuchico.edu/rfdn/25> Main Street, 2<sup>nd</sup> Floor suite 203

**IN PERSON:**

CSU, Chico Research Foundation  
Chico, Ca.

**DEADLINE:** Applicants must submit completed CSU, Chico Research Foundation application materials to one of the above addresses. Open until filled

**DISCLOSURE OF CAMPUS CRIME STATISTICS**

An annual security report disclosing crime statistics for California State University, Chico can be obtained by contacting the Chico State University Police Department (530) 898-5372 or by accessing the following Website: <http://www.csuchico.edu/up>.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a non-job-related medical condition or disabilities. It is the Research Foundation's policy to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees must provide proof of identity and authorization to work. Prospective applicants with a disability may request and receive reasonable accommodation during the application and selection process.