



## Clark Connect Student Caller Job Description

*Student callers make the difference!*

Clark Connect workers are a critical element in raising annual program dollars and scholarship funds to support our students. Our students earn a competitive wage, enjoy a fun, energetic work environment, free snacks and beverages while making a positive impact on the entire Clark College community.

### **Benefits**

- Competitive wages. Callers begin at **\$13.50/hour**.
- There are opportunities for **nightly bonuses!**
- Flexible work schedule

### **Qualifications**

- Positive, enthusiastic attitude with the ability to work in a team-oriented environment
- Must possess excellent oral and writing communication skills
- Ability to work 2 evening shifts per week (7-10.5 hours weekly)

### **About Clark Connect**

Through Clark Connect, we aim to personally contact the many alumni and friends of Clark College to build and strengthen the relationship between them and the college. Our purpose is to:

1. Update our records with pertinent information to better keep in contact with alumni,
2. Provide alumni with an update on the news and happenings at Clark, and
3. Speak to alumni about the importance of private support for education and ask alumni to make a personal gift to Clark College.

### **Hours**

Tuesday - Thursday 5:30 p.m. to 8:30 p.m.

Sunday: 2:00 p.m. to 5:00 p.m.

While this is a flexible position a minimum commitment of two shifts per week is required and will be determined individually.

### **Responsibilities and Duties**

- Serve as a representative of Clark College by establishing an open and engaging line of communication between the college and its supporters.
- Gain an understanding of Clark College, Clark College Foundation, organizational structures and annual need for financial support.
- Make phone calls to speak with alumni and friends about Clark College.

### **Expectations**

- Callers will report to work on time and stay for the shift's entirety.
- Callers are expected to come with a positive attitude and give their best effort each and every shift.

### **Apply to be a caller**

We are currently hiring and positions will fill quickly. Calling shifts start at the beginning of each quarter (fall, winter & spring quarters).

### **To apply, email your completed application, résumé and cover letter to:**

Corey Dobbs  
Development Specialist – Annual Giving & Alumni Relations  
cdobbs@supportclark.org

If you have questions, please contact Corey at 360.992.2855.