| Duties and Responsibilities of position: | 1. Enthusiastically contacts alumni, parents, and friends  
2. Receives state of the art customer relationship management training  
3. Presents Wittenberg in a positive manner  
4. Updates donor records  
5. Provides information on current events, renovations, and all other ongoing campus projects  
6. Understands and enthusiastically presents the case for financial support  
7. Follows directions and scripts explicitly  
8. Records all financial and personal updates clearly and accurately  
9. Assists with BAH Alumni Events (i.e. Homecoming, Benjamin Prince Society Events, etc.)  
10. Promotes the Wittenberg Fund to other student groups and serves as a positive representative  
11. Writes personal follow up notes to donors |
| Qualifications needed for position: | 1. Passion for Wittenberg University  
2. Excellent verbal communication skills  
3. Outgoing personality  
4. Excellent listener  
5. Ability to work in a fast-paced environment  
6. Detail-oriented  
7. If hired and you have never worked through student employment, required new hire paperwork must be completed **before** you are eligible to begin working. This new hire paperwork requires that the student have **original** forms of acceptable ID with them on campus during the paperwork completion process. View the list of acceptable ID at [www.wittenberg.edu/studentemploymentpaperwork](http://www.wittenberg.edu/studentemploymentpaperwork) |
<table>
<thead>
<tr>
<th>Describe the interview/application process:</th>
<th>Student submits application, then completes phone interview and in-person interview if selected to continue in the process.</th>
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</table>
| Describe how job contributes to departmental functions or operations (Please number): | 1. Engages alumni & friends of the university  
2. Updates constituent demographic information  
3. Solicits financial support for the Wittenberg Fund and other Wittenberg programs  
4. Critical personal touch is provided in connecting alumni back to Wittenberg and inspiring them to give |
| Describe how job contributes to university mission and student learning: | This job contributes to the University mission of educating the whole person and cultivates passion for the institution. It allows students to use a wide variety of skills (interpersonal communication, analyzing and handling confidential information, public speaking, persuasion, attention to detail) and educates them on the importance of staying connected to their alma mater and continuing to give back after they leave. |