



## **Job Description**

As a private institution, Oberlin relies heavily on individual philanthropy to help provide the quality education our students receive through world-class instruction and peer engagement on and off our beautiful campus. Four out of five Oberlin students receive some form of financial aid. The Oberlin Annual Fund helps bridge the gap by raising over \$4M every academic year.

The Student Ambassador role acts as a fundraising representative within the Digital Engagement Center for Oberlin's Annual Giving department by contacting alumni, parents, students, and friends with the specific goal of securing financial contributions to Oberlin's Annual Fund, updating prospect records, and providing current information about Oberlin to prospects.

## **Duties and Responsibilities**

- Contact Oberlin alumni, parents, students, and friends from prospect lists provided by management with the specific goal of securing financial contributions
- Build a strong, compelling case in support of Oberlin College and related campaigns in interactions with prospects during telephone and digital communication
- Collect updated information and accurately record responses provided by prospects during phone calls and digital communication.
- Maintain an active working knowledge of the College's mission, goals, academic curriculum, student programs, and campus life
- Participate in the planning and execution of on-campus philanthropic efforts and events including All in For Oberlin and Senior Class Gift fundraising initiatives

## **Qualifications**

- Must have strong verbal and written communication skills
- Must be able to handle sensitive information with discretion in a professional manner
- Must have availability for at least one shift per week
- Ability to learn and utilize digital communication software

## **Hours**

In an effort to accommodate the dynamic schedules of most Oberlin students, the Digital Engagement Center's hours are not static. Shifts will be scheduled based on student interest and availability typically between 1:00-4:00 PM or 6:00-9:00 PM.

## **Compensation**

Students with no prior experience start at \$11.00/hour. Merit raises will be considered based on performance and duration of employment.