1.) When Creighton students contact our office regarding a Phonathon Caller position, students will be directed to pick up a Caller Application. **Caller Applications are available in the Phonathon Room, 4th floor of the Old Gym or by email at Phonathon@creighton.edu.**

2.) Caller candidates should return their application to the Phonathon Room **no later than Wednesday, September 9, 2009.**

3.) When caller candidates turn in their applications, they must **sign up for a phone interview.** This means that the applicant should be available and prepared during the indicated time period for a phone interview. Caller applicants will be called at the phone number listed on their application unless they indicate otherwise.

4.) The applicant will be interviewed over the phone by a Phonathon Student Supervisor. If the phone interview meets the Student Supervisor’s satisfaction, the caller candidate will be asked to **schedule a time for a group interview with the Phonathon Coordinator or Phonathon Intern.** If an applicant does not answer the phone when we call for an interview, we will attempt to re-schedule the interview. **If we are unable to reach the applicant within a reasonable timeframe, the application process will cease.**

5.) Following the personal interview, candidates will **be advised of their hire status by Wednesday, September 16, 2009** and will be expected to attend Orientation on Sunday, September 20, 2009 from 11:00 a.m. - 7:00 p.m.

6.) If applicants are selected for hire, they are required to report to **Human Resources** with their original documents that prove identity and eligibility to work in the US. This must be done by 4:00 p.m. on Friday, September 18, 2009, and prior to beginning employment. **Students will be required to have a picture ID (driver’s license), social security card or passport, and their bank account information if they desire direct-deposit for their paycheck.**

7.) Employment with Phonathon is a minimum one semester commitment.

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To apply for a position, please stop by the Phonathon Room, 4th floor of the Old Gym. For further information, please contact Kaitlyn Maloney at 402.280.2458

Phonathon@creighton.edu
Job Description

Student Phonathon Callers hold an extremely important position within the University and gain valuable work experience that will help them throughout their lives. Through their work with the Phonathon, students learn to interact with people of all backgrounds and interests, communicate ideas and information clearly, and learn valuable negotiation techniques.

Phonathon callers work for the Office of Sustaining Gifts, which is a fundraising branch of the Development Office (University Relations Division). All callers are fully trained to call alumni and parents in order to carry out three main functions:
- Ask for financial support for Creighton University.
- Update contact information (addresses, phone numbers, business information, etc.)
- Share information about University events and campus updates while generating goodwill toward Creighton.

Schedule

The Phonathon is located on the 4th Floor of the Old Gym and has 7 shifts each week: Sunday through Thursday evenings from 6:30 p.m. - 10:00 p.m. (except for Wednesday which is from 5:30 p.m. – 9:00 p.m.) and Sunday afternoons from 1:00 p.m. - 4:30 p.m. (another afternoon shift TBD). **Two shifts per week are absolutely MANDATORY.** Students may and are encouraged to work as many shifts as they would like and as scheduling allows. The attendance guidelines emphasize promptness as well as flexibility as long as students are completing two shifts per week. Callers select the two shifts they would like to work at the beginning of the semester and make changes as necessary.

Compensation

Pay for this position starts at $9.00/hour and callers are eligible for a performance-based raise every semester (provided they work at least 8 shifts (4 weeks) for the Phonathon the previous semester). In addition, the Phonathon offers many prizes and incentives as well as a fun and social work environment. Callers who continue to work for the Phonathon will be eligible to apply for student management positions within the Phonathon and take on leadership roles among their peers.

Requirements/Qualifications

- Applicants must be full time students at Creighton University
- Applicants must be able to speak clear and fluent English
- Hired Callers must attend all Orientation/Training sessions (paid)
- Hired Callers must commit to working 2 shifts per week and following other attendance guidelines
- Hired Callers must learn fundraising techniques and follow calling guidelines
Name: __________________________________________ NETID: __________________________

School Address (please indicate campus box # if you live on campus):
_________________________________________________________________________________

City: __________________________________________ State: ______ Zip: ______

Permanent Address
_________________________________________________________________________________

City: __________________________________________ State: ______ Zip: ______

Cell Phone __________________________ Campus Phone __________________________
Preferred e-mail address: __________________________ Date of Birth: ________________

School currently enrolled in (circle one):

A&S  Business  Dentistry  Graduate  Law  Medicine  Nursing  Pharmacy

Full time student? Yes_____ No______ Number of hours currently enrolled: ___________

Class standing (circle one): Freshman  Sophomore  Junior  Senior

Major: ______________________________

Related Work Experience:
Employer: _____________________________ dates employed: _______________________

Job title and duties: ______________________________________________________________
_________________________________________________________________________________

Employer: _____________________________ dates employed: _______________________

Job title and duties: ______________________________________________________________
_________________________________________________________________________________

Current Activities and Commitments: ________________________________
_________________________________________________________________________________
_________________________________________________________________________________

The questions on the next page consist of statements that describe specific work-related behaviors and attitudes. Please take a few minutes to think about how each statement applies to you and answer each question honestly.
1. In order to get ahead, I am willing to take risks.  | SA  | A  | N  | D  | SD  
2. Without criticism, improvement would be very difficult.  | SA  | A  | N  | D  | SD  
3. From my experience, working as part of a team can be as satisfying as working independently.  | SA  | A  | N  | D  | SD  
4. I am more assertive than I am easygoing.  | SA  | A  | N  | D  | SD  
5. I sometimes let negative events overshadow my positive accomplishments.  | SA  | A  | N  | D  | SD  
6. If I complete 8 out of 10 projects on schedule, I feel I have been successful.  | SA  | A  | N  | D  | SD  
7. When working with others, sometimes it is best to wait and see how much effort others are contributing before one overexerts oneself.  | SA  | A  | N  | D  | SD  
8. I have more self-confidence than most people.  | SA  | A  | N  | D  | SD  
9. If one gives too much of oneself, one will probably be taken advantage of.  | SA  | A  | N  | D  | SD  
10. I tend to take control of most conversations.  | SA  | A  | N  | D  | SD  
11. One of my strengths is the ability to adapt to change.  | SA  | A  | N  | D  | SD  
12. In general, companies are too strict with employees when it comes to absences and tardiness.  | SA  | A  | N  | D  | SD  
13. I would describe myself as a competitive person.  | SA  | A  | N  | D  | SD  
14. Sometimes I worry too much and let stressful situations get the best of me.  | SA  | A  | N  | D  | SD  
15. It is very important to me to feel a sense of belonging wherever I work.  | SA  | A  | N  | D  | SD  
16. The importance of having a positive attitude is overemphasized.  | SA  | A  | N  | D  | SD  
17. When I complete a project, I feel a great sense of satisfaction and accomplishment.  | SA  | A  | N  | D  | SD  
18. I am motivated more by people around me than my own internal drive.  | SA  | A  | N  | D  | SD  
19. It is difficult to start a conversation with some people.  | SA  | A  | N  | D  | SD  
20. I am not satisfied unless my work is perfect.  | SA  | A  | N  | D  | SD  

SA = Strongly Agree  
A = Agree  
N = Neutral  
D = Disagree  
SD = Strongly Disagree
Please provide written answers to these questions. Attach an additional page if necessary.

1. Describe a situation in which you were able to use persuasion to successfully convince someone to see things your way.

_____________________________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________________________

2. How do you balance all of your school/family/social commitments?

_____________________________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________________________

3. What is one thing about yourself that you are proud of?

_____________________________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________________________

How did you hear about this position? Circle any/all that apply:

Current Phonathoner* Past Phonathoner Student Employment Ad
Mailbox Flyer Posters/Table Tents Facebook Flyer
Friend/Relative CU Staff Member List serve, which: ______________
Other: __________________

*If you were referred by a current Phonathoner, please list their name here:

Comments:

Applicant Signature: ____________________________________________ Date: ____________

Creighton University is an Equal Opportunity Employer