Student Development Officer Job Description & Application

The Washburn University Alumni Association and Foundation WU Engage program is dedicated to the comprehensive advancement of Washburn by generating financial support while fostering positive relationships with alumni, donors and friends. Student development officers serve as ambassadors for Washburn and are expected to act professionally at all times to promote a positive image of Washburn and strengthen relationships with supporters.

This position requires excellent verbal communication skills, a problem-solving mentality, the ability to think on your feet in a fast-paced environment and a genuine affinity for the mission of Washburn University.

Working as a student development associate is a great opportunity to improve your communication, fundraising, and public relations skills for life.

Responsibilities

- Serve as an ambassador by establishing open and engaging lines of communication between Washburn University and its external audience.
- Be comfortable requesting donations on behalf of Washburn and gain an understanding of Washburn's organizational structure and annual needs for financial support.
- Commit to a minimum of 2 shifts per week and participate in all training sessions.
- Arrive on time with a positive attitude to scheduled calling sessions.
- Handle personal information with discretion and extreme confidentiality.

Skills

- Currently enrolled as a student at Washburn University
- Basic PC and data entry skills
- Detailed and accurate record keeping is essential
- Punctuality and dependability are vitally important
- Ability to work well under pressure with a variety of personalities and demands
- Articulate, friendly, enthusiastic and persistent
- Ability to communicate clearly over the phone in English using proper phone etiquette

Student Development Officer Application

Personal Information

Name:_____ Social Security#_____

Campus Address (if applicable): _____

Permanent Address: _____

_____

Cell Phone#: _____

Email Address (Washburn email): _____

Education

Course of study: (major/s) _____

(minor/s) _____

Year in school: _____

Employment History *(Please list most recent positions first.)*

Related Experience: (check all that apply)

☐ Sales ☐ Public Speaking ☐ Telemarketing

1. Employer:_____ Dates of Employment: _____

City/State:_____ Phone number: _____

Supervisor's Name:_____ May we contact? _____

Job Title and Duties:_____ Reason for leaving: _____

_____

2. Employer:_____ Dates of Employment: _____

City/State:_____ Phone number: _____

Supervisor's Name:_____ May we contact? _____

Job Title and Duties:_____ Reason for leaving: _____

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Schedule

Please mark the shifts you would be able to work. Callers are required to work at least two shifts a week.

Sunday: 1 - 4 PM	**Monday:** 2 - 5 PM	**Tuesday:** 2 - 5 PM	**Wednesday:** 2 - 5 PM	**Thursday:** 2 - 5 PM	**Friday:** 12 – 3 PM
4 - 8 PM	5 - 8 PM	5 - 8 PM	5 - 8 PM	5 - 8 PM	3 – 6 PM

Information

What campus activities and organizations are you involved in?

Why are you interested in working for the Washburn University Alumni Association & Foundation – Student Caller Program?

What qualities do you possess that would make you a good student development associate?

I heard about the Washburn University Alumni Association & Foundation – Student Development Association position from:

☐ Email ☐ Student Caller (name)_____

☐ Faculty (name)_____ ☐ Other _____

I affirm that the above information is correct and complete, and I authorize Washburn University Foundation to investigate any of the information contained in this application for employment, except where my written statement specifically requests that no reference be made.

Signed:_____Date:_____

Please send application to:

Gemima Joseph, Annual Giving Coordinator
Washburn University Alumni Association and Foundation
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Topeka, KS 66604
gjoseph@wualumni.org | 785-670-1733