

Engagement Center Representative

On campus employment in the Development Office

\$12/hour

Schedule

- 15–20 hours per week
- Flexible hours Sunday–Thursday
- Employment from mid-September – early December and early February – mid-April (possible summer employment available).

Qualifications

- Very strong verbal communication skills
- Be positive and enthusiastic
- Speak confidently and clearly about MTSU
- Maintain professionalism
- Comfortable speaking to alumni on the phone, via email and text communications, and recording short videos about MTSU.
- Be available to work 3 shifts per week (min. of 12 – 15 hrs/wk)
- Handle personal information with extreme confidentiality

Job Responsibilities and Duties

Engage with alumni via several communication channels (phone, email, text, pre-recorded video). Each contact you will ask alumni to:

- Update their current contact information
- Notify alumni of upcoming campus events and activities
- Build a rapport with alumni by informing them about what is going on with you and other current students at MTSU
- Ask for gifts of support from alumni for MTSU departments and scholarships

Benefits

- On-the-job paid training
- Growth in communication skills
- Professional development
- Networking and meeting new alumni every shift
- Fun and active work environment
- Great experience in team-oriented environment
- Excellent resume builder

If you have any questions, please contact: Kristen Keene at kristen.keene@mtsu.edu