University Development Call Center Internship Responsibilities

University Development Call Center offers a rewarding part-time paid internship that connects students with the Ole Miss family to gain support for the University’s future.

Responsibilities:

- Contact University of Mississippi alumni, parents, and friends
  - To inform on university news, events, and initiatives
  - To update contact information
  - To secure financial support
- Act professionally as a goodwill ambassador for the University of Mississippi
- Input and maintain accurate donor data
- Check in with management team and maintain productivity to meet nightly goals
- Utilize feedback and coaching from staff to improve calling techniques
- Answer questions that arise and make notes of prospect requests or questions you cannot answer

Qualifications:

- Knowledgeable and enthusiastic about the University of Mississippi
- Excellent communication and customer service skills
- Ability to accurately record data
- Commitment to work at least three (3) shifts a week
- Full-time student status

Benefits:

- Flexible scheduling
- Great resume builder, gain experience in marketing, networking, and fundraising
- Incentive opportunities

Please send completed application, resume, and cover letter to:

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University Development
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662-915-3166