



## Telemarketer Job Description

### DESCRIPTION:

- Solicit funds for Austin Peay State University
- Complete training
- Required to work at least 2 nights a week

### WORKING HOURS & WAGES:

- Monday - Thursday 4:50 - 9:00 p.m.
- Wage is **\$25.00** a night plus incentives and bonuses

### RESPONSIBILITIES:

- Represent Austin Peay State University
- Provide complete and thorough information about the Department Scholarships
- Solicit funds for Austin Peay State University
- Update alumni record information
- Inform staff of the alumni's concerns or requests
- Accurately record the results for each contact

### QUALIFICATIONS:

- Must be able to communicate with alumni over the telephone
- Reliable
- Dedicated
- Enthusiastic

### HELPFUL EXPERIENCE:

- Marketing/Sales
- Public Speaking

Bring your completed application to the Browning Administration Building, Room 213.

If you have any questions, please call **931-221-7350**.



**Annual Fund Program**

**Telemarketing Application**

**\* Please fill out completely and in detail**

Date: \_\_\_\_\_ Name: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Address: \_\_\_\_\_  
Street # Apt. # City State

Class Level: \_\_\_\_\_ Birth Date: \_\_\_\_\_

# of Credits this semester: \_\_\_\_\_ Major: \_\_\_\_\_

1. Where did you hear about this job? (friend, flyer, etc.)
  
2. Have you ever been involved in fundraising or sales? (i.e. charity sales, door to door solicitation, telemarketing) If so, what was it?
  
3. Why do you think that you would make a successful telemarketer for Austin Peay? (skills, experience, etc.)
  
4. What three things are most important to you in a job?
  - 1.
  - 2.
  - 3.
  
5. What was your last job and what were your duties? How long were you employed with them? (be specific)
  
6. What is your availability?

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