



Job Title: Lead Student Gift Officer
Office: Alumni Engagement and Annual Giving
Location: Paul K. Scott Alumni Center
Contact: Courtney Said, Assistant Director, Alumni Engagement and Annual Giving

Length of Employment: 6-8 Weeks in the Fall and in the Spring

Wage: \$8.50/hour

Lead Student Gift Officers are an integral part of the college's fundraising and alumni relations effort. Lead Student Gift Officers contact Cornell alumni and parents and encourage them to contribute to the Cornell Annual Fund, an annual fundraising campaign that secures funding for scholarships, financial aid, student-faculty research programs, off-campus study programs and many other programs and services not funded by tuition. In addition, Lead Student Gift Officers update alumni and parent information and help answer questions about the College.

Role of Team Lead

The Lead Student Gift Officer (LSGO) reports to the Senior Student Gift Officer and Assistant Director of Alumni Engagement and Annual Giving. LSGO's assist with creating an environment for the phonathon that is rewarding and boosts morale, while acting as an ambassador to the philanthropic leaders of the Cornell Annual Fund.

Benefits

- Excellent job experiences that can be included as a part of any future résumé
- A great opportunity to develop communication and fundraising skills
- Opportunity to interact with Cornell alumni and parents
- Leadership training and development opportunities

Qualifications

- Worked as a Student Gift Officer for at least one calling season
- Strong communication skills
- Ability to work alone and as a member of a team
- Positive attitude
- Self-motivation and enthusiasm
- Punctuality and consistent attendance
- Ability to work at least two shifts per week

Training and Wage

Students do not have to be eligible for Federal work-study to be a part of this program. Lead Student Gift Officers will be hired and paid regardless of their work-study status. These paid positions will not affect any other aspect of a student's financial aid package.

Hours

After training, each Student Gift Officer is expected to work two or more calling sessions per week. Sessions are 5:30-9:00 PM (Monday through Thursday), and 1:30-5:00 PM or 5:30-9:00 PM (Sunday). There are dates when there may not be calling due to finals and block breaks.

How to Apply

Applications are available by contacting Courtney Said in the Office of Alumni & College Advancement at courtney.said@cornellcollege.edu.