

The University of Winnipeg Foundation is dedicated to the fundraising and asset stewardship in support of the vision and mission of The University of Winnipeg and its Collegiate.

The University of Winnipeg Foundation is excited to announce it has two to four openings for the following position:

Collegiate Student Contact Centre Representative AKA The Wesley Hollars

Job Type(s): Flexible summer employment, with the possibility of continuance into the new school year.

Job Description

Student Contact Centre Reps hold an extremely important position within the UWFoundation and gain valuable work experience that will help them throughout their lives. Through their work with the Student Contact Centre Program, students learn to interact with people of all backgrounds and interests, and have the opportunity to engage with Alumni, get updates on their life since graduation, and reignite their Collegiate pride. Student Contacts truly help make a difference by reconnecting Collegiate Alumni to the school that they love.

The role also gets to access very cool apps and tools to contact Collegiate alumni. This is our first exploration into Peer-to-peer texting and virtual engagement. We are excited to launch this with the Collegiate, and are looking for individuals who are interested in the prospect of joining a team that is doing something new and unique with the expectation that we will learn and grow together.

We offer a fun and exciting team environment, flexible hours, games and incentives, opportunities to network with alumni, and we are located just a few steps away from the Collegiate. Join our team today!

Duties:

- Using Peer-to-peer texting software, social media and phone: contact Collegiate alumni to update their records, respond to their questions, and re-establish a relationship with them.
- Commit to work throughout the Summer (July and August).
- Maintain good public relations and rapport with alumni.
- Accurately record the results of every phone call.
- Be a positive representative of The Collegiate and The UWFoundation to alumni and the public.
- Arrive for work on time and prepared.

Qualifications:

- A current Collegiate student or 2021 graduate who is proud to be a member of The Collegiate community and understands the meaning of Collegiate Pride and the need to keep alumni connected and engaged.
- A positive, friendly, fun and enthusiastic individual!
- Willingness to be featured on our website, and in business-based social media accounts (including photos).

- A sincere communicator and a thoughtful listener.
- Must be comfortable sharing a bit about yourself with a stranger by text, phone or social media.
- Must be organized, thorough, and attentive to detail.
- A quick learner with strong computer and social media skills (techies encouraged to apply).
- A self-starter who is able to follow directions with little supervision but will also seek advice from a manager when appropriate.
- A team player with an optimistic attitude.
- Someone who is willing to give feedback and help us improve our strategy.
- An individual with a professional demeanor befitting a representative of The Collegiate and UWFoundation.

How to apply:

Include:

1. Your current résumé.
2. A brief cover letter describing a bit about yourself, why you love The Collegiate and why you are interested in the position.

Please email your application to Cindy Doyle at c.doyle@uwinnipeg.ca.

Include "Collegiate Summer Position" in the subject line. If you have questions, please feel free to call 204-988-7509.

Application deadline: June 16, 2021