CAL MARITIME

A Campus of the California State University

Student Assistant Job Description

Department:	**Admissions**	**Supervisor:**	
Job Title:	**Telemarketer**	**Working Hours:**	
Pay Level:		**Hourly Pay Rate:**	**$**

Job Summary (purpose or nature of work):

Call prospective students telling them about their positive experiences at CMA and answering general questions about CMA**.**

Job Duties:

1. Make telephone calls to prospective students from call list
2. Record results of calls
3.
4.
5.

Required (or Preferred) Skills, Knowledge, and Abilities:

1. Excellent interpersonal skills
2. Good telephone voice
3. Knowledge of CMA
4.
5.

Type of Supervision Required:

☐ **Direct Supervision –** Student receives immediate, close and regular supervision

☐ **General Supervision** -- Student receives some delegation of responsibility and independence

Signatories below denote that this position description is an accurate statement of the duties and responsibilities assigned to this position.

Student's Signature:_____Date:_____

Supervisor's Signature:_____Date:_____