

DONNELLY COLLEGE (Experiential Learning) -Job Description 2023-2024



DONNELLY COLLEGE

Department: Advancement

Position Title: Advancement Associate

Location: Advancement Office

Supervisor: Breonna Dunigans

Job description:

- Connect with Donnelly College alums and donors by phone, email, and social media. You might be thanking them for a gift, telling your story, listening to their story, updating contact information, creating birthday messages on CoVideo, etc.
- Assist in finding impactful student stories
- File and organize Advancement documents and stuffing folders
- Assist in the planning and execution of special events that could include donor visits, lunches or dinners, SHINE, Jerome Society Events, 1Day4Donnelly, etc.
- Run occasional errands around campus and help with other Advancement/Marketing duties as assigned.
- Share opinions on activities from a student perspective
- Input information in Excel
- Make copies and shred documents
- Attend special events
- Other duties as assigned

Outcomes of Position: (check all that apply)

The student develops transferrable competencies and the ability to articulate them, to help them transition to professional life.

The student's experience has a real-world context or an applied setting. The experience includes potential for failure with manageable consequences.

The student completes assignments which are evaluated with feedback from the Supervisor.

The experience includes cycles of intention and reflection, as well as experimentation with what is learned.

The student seeks skill improvement through discipline or industry-specific application.

The student analyzes key features of their learning environment and evaluates their process as learners.