



DONNELLY COLLEGE

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

Department: Financial Aid

Position Title: Financial Aid Assistant

Location: Financial Aid Office

Supervisor: Stephani Berry

Job description:

- Answer phones, transfer calls, take messages.
- File financial aid documentation into file folders.
- Make phone call reminders to students for verification items needed.

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.