



DONNELLY COLLEGE

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

Department: Admissions

Position Title: Front Desk Receptionist

Location: Admissions/Advising Suite

Supervisor: Tyler Seabaugh

Job description:

The primary responsibility would be to work the Student Services Suite 114 front reception desk. Employee would answer phone calls and direct students to the appropriate staff member. In addition, they would work on projects such as mailings, list phone calls, and other projects as needed by the Admissions department. This position will provide experience in performing office functions, enhance customer service skills, and provide real world work experiences such as time management, organization, and accountability.

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.