DONN**EL**LY COLLEGE **(Experiential Learning) – Job Description 2022-2023**



Department: Academic Support Position Title: Academic Resource Center Assistant

Location: Room 201 Supervisor: Dr. Isaac Falcon Campos

Job description:

*Tutoring services*

• Acting as supervisor to student tutors

• Managing the day-to-day processes such as coordinating tutors’ schedules and tutoring appointments

• Promoting the tutoring center on campus (e.g., creating flyers, presenting in classrooms, & via email)

• Assisting with the training for student tutors.

• Assisting with the recruiting and hiring process of tutors

• Providing tutoring support to students

• Assisting with planning of events related to the Tutoring Center

• Keeping track of tutoring appointments and analyzing data to understand the impact on students’ GPA

*Career services*

• Promoting career services events to student population

• Referring students to career and internship resources

• Assisting with planning of events related to Career Services (e.g., Job/Career Fairs, Mock Interviews Workshops, Resume Workshops)

**Outcomes of Position:** (check all that apply)

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

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

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

\_\_\_X\_\_\_ 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.

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