

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

Department: Advancement & Marketing Position Title: Advancement & Marketing Assistant

Location: Advancement Suite Supervisor: Erica Lipp & Breonna Dunigans

Job description:

Under the general supervision of the Office of Advancement & Marketing, students will assist with outreach calls and emails, filing, event planning, social media, ordering of supplies, and the overall functions of the Advancement & Marketing Office.

**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.

\_\_\_\_\_ 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.

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

\_\_\_X\_\_ 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.