

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

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)

\_\_\_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.

\_\_\_\_\_ 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.

\_\_\_X\_\_ 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.