

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

Department: Human Resources & Business Office Position Title: Human Resources Assistant

Location: Room 308 Supervisor: Patty Dickinson

Job description:

Summer

File maintenance – separating 1st floor employee HR contents for the HR office files.
Preparing HR files for HLC & Donnelly compliance
Updating I-9 Employment Authorization on-line files for past Active Employees.

Fall
On-going file maintenance and general HR work

**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.

\_\_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.

\_\_\_\_\_ 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.