

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



DONNELLY COLLEGE

Department: Academic Support

Position Title: Academic Resource Center Assistant

Location: Room 201

Supervisor: Dr. Isaac Falcon Campos

Job description:

Tutoring services

- Helping with managing the day-to-day processes such as coordinating tutors' schedules and tutoring appointments
- Promoting the tutoring center on campus (e.g., creating flyers and presenting in classrooms)
- Providing tutoring support to students
- Assisting with planning of events related to the Tutoring Center
- Helping keeping track of tutoring appointments and analyzing data

Career services

- Promoting Career Services events to student population
- Promoting the Career Services on campus (e.g., creating flyers, presenting in classrooms, & via email)
- Assisting with planning of events related to Career Services (e.g., Job/Career Fairs, Mock Interviews Workshops, Resume Workshops)
- Helping keeping track of tutoring appointments and analyzing data

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.