

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



DONNELLY COLLEGE

Department: Academic Support

Position: Campus Cupboard/Career Closet Assistant

Location: Room 133

Supervisors: Juliette Paquette/ Dr. Isaac Falcon

Job description:

Campus Cupboard/Career Closet

- Greet students as they come in and assist as needed.
- Maintain the Campus Cupboard to keep it clean and organized.
- Manage the day-to-day processes such keeping track of inventory, restocking items, and tracking the students who use these services.
- Label items and shelves as needed.
- Log items that are running low.
- Help unload and stock delivered items.
- Help promote the Campus Cupboard and the Career Closet to the student population.
- Assist with events related to the Campus Cupboard and the Career Closet.
- Be comfortable working different shifts, transitioning from Campus Cupboard to Career Closet as needed (rooms are next to each other).
- Arrive on time to shift, be reliable, and meet expectations for role.
- Other duties as assigned.

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.