**Dragon Scholar / Career Services**

**Location:** Donnelly College, Kansas City, Kansas

**Full/Part Time:** Part-Time (9 hours per week)

**Position Reports to:** Associate Director of Academic Support

**Exempt/Non-Exempt**: Hourly Compensation: $14/ hour

**About Donnelly College**

Donnelly College, located in the heart of Kansas City, Kansas, is an independent, coeducational, Catholic institution founded by the Benedictine Sisters of Mount St. Scholastica and sponsored by the Archdiocese of Kansas City in Kansas. The college was established in 1949 to meet the needs of urban immigrants and the working class, with special focus on “those who might not otherwise be served.” Today, Donnelly continues that tradition by providing access and affordable education within a culture that promotes student success, and by serving as the region’s only federally designated Minority Serving Institution and Hispanic Serving Institution. Our community is proud of the rich racial and ethnic diversity of our students, staff and faculty and how that diversity supports our learning environment. Through a strong general education curriculum integrated with career-oriented majors, Donnelly College offers programs leading to bachelor and associate degrees and certificates. To find out more, please visit [www.donnelly.edu](http://www.donnelly.edu).

**Job Description:**

The Dragon Scholars program is looking for a student to work in Career Service for the Fall of 2021. Daily responsibilities include, but are not limited to:

* Assisting with Event Planning
* Maintaining the physical job board on the second floor
* Updating materials such as resume and cover letter samples
* Speaking to classes about Career Services events
* Working on temporary projects in departments such as Testing and Library Services as the need arises.
* Performing other duties as assigned by site supervisor in an orderly and efficient manner.

**Qualifications**

Qualifications for the Dragon Scholar Career Services position include the following:

* Current Donnelly student enrolled full time in their second semester or beyond.
* FAFSA Eligible
* Must register for BS 183A, a one credit course that goes with the internship (may be negotiable: See Yvonne Telep with questions)
* An interest in student contact and interaction.
* Organizational skills and attention to detail.
* Ability to work with others in a diverse setting.
* Availability to work approximately 9 hours per week throughout the 16-week semester.

Preferred Qualifications:

* Previous Work study experience
* Completion of CCS 170 with a B or better
* Priority will be given to students with a GPA of 3.00 or higher

**How to Apply**

Apply before May 7th 2021 online at [Dragon Scholars](https://forms.office.com/Pages/ResponsePage.aspx?id=S_8IWW-rUkmWHLbDxQ34K6IuuEoQBXVDpW8Sa2MMOe5UNUpSWk9TWTBPVFZGUThPR0FUSU9BWFk2Wi4u)

Questions? See Yvonne Telep in Career Services