**Dragon Scholar / DIME**

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

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

**Position Reports to:** Dr. Paula Console-Soican

**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 Summary**

The DIME Intern will help editing, publication, and release of DIME, Donnelly College’s Literary Magazine

**Responsibilities**  
Work closely with Professor Console-Soican to

* Format submissions to be shared anonymously with the Donnelly staff in order to facilitate award voting.
* Create an award voting form for distribution to Donnelly staff and faculty
* Learn and utilize Adobe In Design to format contributed written works and visual arts into a magazine.
* Assist with the planning of a successful Dime Release event and participate in that event.
* Connect with classes and students during the month of May to encourage submissions of spring works for next year’s DIME.
* Other duties as needed and assigned by Professor Console-Soican in support of DIME publication
* Work on his or her professional development by attending Career Service’s Mock Interview event and Career Fair and developing an updated resume

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**Qualifications**

Qualifications for the Dragon Scholar Business Entrepreneurship Team member 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