



ALVERNO COLLEGE
ESTABLISHED 1887

Non-Exempt Student Position Description

Position Title: Student Facilitator **Date:** August 2017
Department: Assessment and Outreach Center **Status:** Student Employment

Primary Function: Assist with student assessments and department events. Most work hours are in two-hour shifts primarily during the month of October 2017

Principal Responsibilities

1. Prepare assigned rooms for student assessments
2. Announce specific instructions for both students and assessors
3. Encourage a calming environment
4. Guide students through the assessment process
5. Complete, collect and/or collate paperwork
6. Deliver paperwork from student rooms to assessors quickly and efficiently
7. Disassemble assessment materials
8. Work with others as a team
9. Attend all required trainings
10. Consistently use any of the Alverno eight abilities whenever applicable (communication, analysis, problem solving, valuing, social interaction, developing a global perspective, effective citizenship, and aesthetic engagement) to perform work.
11. Comply with safety procedures and maintain clean and orderly work areas.
12. Perform other tasks as necessary to support the mission of the College.

Qualifications

1. Must be a currently registered Alverno student. Must meet Financial Aid Satisfactory Academic Progress requirements.
2. Must be available on Tuesdays and/or Wednesdays during October 2017.
3. Ability to communicate effectively
4. Ability to think and move quickly
5. Ability to complete tasks correctly
6. Reliable and self-directed
7. Professional appearance and manner

Additional requirements for all on-campus (student worker) jobs:

1. Undergraduates must be at a minimum of six credits to work during the academic year, graduate students must be at a minimum of three credits. Student workers do not need to be registered for

summer school to work during the summer, but must be appropriately registered for fall (6 credits for undergrads, 3 credits for grads) in order to work in the summer

2. If you are at unsatisfactory academic progress for financial aid, you are ineligible to work on campus.

Working Conditions

General office environment

Notes

- Length of employment is based on job availability, funding and employee performance. Start and End Dates of position to be determined.
- Performance evaluations are determined by the department. Please contact the supervisor for more information.

Ready to apply? Click [HERE](#) to complete your application.

