



ALVERNO COLLEGE
ESTABLISHED 1887

Student Employee Job Description

Position Title: Student Facilitator

Date: 8/5/2019

Department: Assessment and Outreach Center

Status: Student Employment

Reports To: Assessment Coordinator

Salary:

Primary Function: Assist with student assessments and department events. Most work hours are in two-hour shifts during the day primarily during the month of October 2019.

Principle 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 at least two days a week in October 2019.
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

Working Conditions

General office environment

Notes

- Pay rate determined by Financial Aid
- 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.