

Alverno College
Student Employee Job Description

Position Title: Online Student Facilitator

Date: 12/3/2020

Department: Assessment and Outreach Center

Status: Student Employment

Reports To: Assessment Coordinator

Salary:

Primary Function: Assist with online student assessments using Zoom application. Most work hours are in two-hour shifts primarily during the month of October 2020.

Principle Responsibilities

1. Use Zoom application to facilitate student assessments.
2. Guide students through the assessment process.
3. Announce specific instructions for both students and assessors.
4. Encourage a calming environment.
5. Attend all required trainings.
6. 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.
7. Perform other tasks as necessary to support the mission of the College.

Qualifications

1. Must be a currently registered Alverno student
2. Must meet Financial Aid Satisfactory Academic Progress requirements
3. Must be available at least two days a week in October 2020
4. Must have reliable Internet access
5. Ability to communicate effectively
6. Ability to complete tasks correctly
7. Reliable and self-directed
8. Professional appearance and manner

Working Conditions

Online

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.