

DRURY UNIVERSITY JOB DESCRIPTION

JOB TITLE: SCC Peer Consultant

DEPARTMENT: Communication

DATE: August 25, 2016

SCHEDULE: Flexible – 10-15 hours per week

FLSA: Non-Exempt

REPORTING SUPERVISOR: Speech Communication Center Director
Dr. Rick Maxson

JOB FUNCTION:

To help individuals in the Drury community construct and deliver oral presentations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform other job-related instructions as requested by the supervisor, subject to reasonable accommodation.

	Percentage of Time	Frequency	Description
1.	50%	Daily	Consult with individuals in the SCC to help them construct and deliver oral presentations.
2.	25%	Daily	Answer questions regarding SCC services, policies, and procedures via telephone, email, and face-to-face.
3.	20%	Occasionally	Work with center supervisor to research, construct, and administer communication training curriculum.
4.	5%	Occasionally	Act as liaison for the SCC by describing Center services to groups of individuals across campus.

MINIMUM KNOWLEDGE SKILLS AND ABILITIES REQUIRED:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. All job requirements listed indicate the minimum knowledge, skills, and/or ability deemed necessary to perform the job proficiently. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Speaking skills: Demonstrated competence in all components of verbal and nonverbal speech delivery.
2. Listening skills: Ability to employ strategies for active, critical, and empathic listening skills in a learning context.
3. Research skills: Possess facility in identifying, retrieving, and evaluating public speaking and training literature.
4. Organizational skills: Ability to recognize and draw upon a flexible system for the organization of ideas.
5. Technical skills: Possess basic computer skills and familiarity with video record and playback equipment.
6. Recommended that Presentational Speaking course has been completed successfully or comparable experience.
7. Must be a regular, full-time day school student, enrolled in at least 12 hours per semester.
8. Must have completed a FAFSA form (Financial Aid) for the current academic semester.
9. Must have completed COMM 211.

WORK CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

The physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, listen, speak, read, work with and through digital and video mediums, and move freely between work spaces.