POSITION DESCRIPTION
GROUP INTERVIEW ASSISTANT

General Responsibilities:

- Present self in a professional manner and a positive image of the college and the program
- Assist Facilitator as requested during large- and small-group activities by:
  - Providing extra help as needed throughout the group interview process
  - Facilitating small group activities
- Gather information throughout the interview by:
  - listening and observing
  - taking notes
  - asking and answering questions as appropriate
- Provide candid feedback to Facilitator and other Assistants during the debriefing session relative to the following aspects of Candidates’ performance:
  - qualities and characteristics outlined by position description, including strengths and weaknesses
  - ability to work effectively, both individually and as a part of a team

General Qualifications:

Currently-active employee who:

- understands the position and is aware of the qualities, characteristics, and personality types that mark an effective employee in that position *(Assistants for tutor interviews must have received CRLA Certification at Level I or higher in HCC's tutor training program [or transferred at Level I or higher from another CRLA-certified program]*)
- possesses knowledge of the program and its mission and goals
- demonstrates excellent oral and written communication skills, as well as excellent interpersonal skills
- utilizes effective questioning techniques (i.e., probing, open-ended)
- possesses ability and desire to interact with individuals having diverse personalities, having diverse cultural backgrounds, and of diverse ages
- possesses ability to discuss prospective employees in an objective and professional manner
- possesses most of the following characteristics: detail-oriented, flexible, open-minded, intuitive, unbiased, and has a sense of humor

Specific Duties:

1. Attend the pre-interview meeting at the designated time and place
2. Sign Confidentiality Statement in good faith before the interview
3. Attend the group interview in its entirety at the designated time and place

4. Observe Candidates during the interview process and document observations as time allows

5. Assist with small- and large-group activities as directed

6. Tactfully discuss observations of Candidates during the debriefing that follows the group interview

7. Maintain confidentiality of all aspects of the interview, including what happens during the debriefing

8. Complete additional tasks as assigned by Facilitator

(5/4/10)