**UNIVERSITY OF MONTEVALLO  
  
JOB DESCRIPTION**

**Job Title:** Presenter

**Immediate Supervisor:** Manager

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**GENERAL DESCRIPTION:** This person is responsible for reporting orally to the class when called for in class discussions. They may also be called upon to present aspects of their group’s discussions to other groups as necessary.

**ESSENTIAL JOB DUTIES:**

1. Presents the reasoning and conclusions of the group to the class or to other groups, as requested.

* *Good tools/phrases to use:*
  + Listen carefully to all discussion in order to communicate as clearly as possible.
  + “The reasoning we used to answer number \_\_\_ was . . .”

1. Guides consensus-building; the group must agree on responses to questions and must all understand the reasoning behind them.

* *Good tools/phrases to use:*
  + “Is our response/answer completely supported by our explanation/calculations?”
  + “Would that response/reasoning make sense to someone from another group?”

**KNOWLEDGE, SKILLS, AND ABILITIES:**

* ability to deal and work with people of different temperaments, backgrounds and educational qualifications
* good oral communication skills
* ability to bring others to consensus on an answer
* good listener
* respect the views and opinions of others

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