

SOPHOMORE LEARNING COMMUNITY COORDINATOR

JOB DESCRIPTION

OFFICE OF FIRST YEAR EXPERIENCE

10 GAGE CENTER

Title: Sophomore Learning Community Coordinator 2009-2010

Brief Position Description: The Learning Community Coordinator is an upper-class student dedicated to the academic success of every learning community member as they continue to pursue their academic interests at MSU. The Learning Community Coordinator assists each student in setting and achieving academic goals, developing study groups for the community, and planning community events.

Supervisor: Assistant Director-Academic Initiatives, Office of First Year Experience

Time Commitment: Selected times Spring Semester 2009; Full-time Aug. 12, 2009 – May 7, 2010. The Learning Community Coordinator position requires an average of 10-15 hours per week.

Remuneration: A total of \$2,500 is issued in student payroll payments throughout the academic year: \$1250.00 is issued in bi-weekly payments over the course of the fall semester for work between Aug. 12 and Dec. 11, 2009; \$1250.00 is issued in bi-weekly payments over the course of the spring semester for work between Jan. 11 and May 7, 2010. When available, Learning Community Coordinators are also provided a single room at the cost of the double room rate.

Minimum Qualifications/Restrictions:

- A cumulative GPA of 2.75 or higher.
- Completion of 48 credit hours at Minnesota State Mankato by Fall 2009.
- Full-time enrollment at the University during the 2009-2010 academic year.

Preferred Characteristics:

- Strong Interpersonal skills
- Comfort addressing groups of people (students, parents, faculty, and staff)
- Ability to work with diverse groups of individuals
- Commitment to academics and previous experience with peer mentoring
- Strong written and verbal communication skills
- Knowledge of campus resources and information
- Ability to motivate self and others
- Ability to communicate and work collaboratively with faculty
- Ability to work in a team oriented and ambiguous environment

Responsibilities & Expectations:

Student Interaction

- Meet individually with each learning community student (2 times during the fall semester and 2 times during the spring semester) to develop and revisit individual academic goals and progress.
- Develop a positive and supportive relationship with each learning community student.
- Provide and direct students to appropriate resources to support their academic success.

Academic Programming and Community Development

- Obtain a syllabus for each of the learning community courses; note exams, deadlines, papers, etc. and coordinate study groups, test review sessions, faculty sessions, etc.
- Plan and implement academic success, faculty interaction, career exploration and community development programs as outlined in the *Learning Community Coordinator Plan of Action* for learning community participants each semester.
- Meet with each learning community faculty member monthly and develop academically related events that enable each faculty member to meaningfully interact with learning community students.
- Keep learning community students informed of learning community and campus activities.
- Assist in the planning and delivery of learning community events such as Fall Welcome Week, End of the Year Banquet, Make a Difference Project, etc.

Administrative

- Assist in the planning and participate in the selection of new Learning Community Coordinators.
- Return to campus and participate and attend in training prior to the beginning of the fall semester as well as on-going training during the year.
- Complete weekly reports.
- Attend and contribute to weekly learning community coordinator meetings.
- Attend regular supervisory meetings with the Assistant Director-Academic Initiatives.
- Assist in the assessment of the Learning Communities Program.

General

- Serve as a role model of appropriate and responsible behavior; this includes but is not limited to internet networking sites and room decorations.
- Be a committed and active member of the learning community.
- Establish a positive collaborative working relationship with fellow Learning Community Coordinators, Assistant Director for Academic Initiatives, and Learning Community Faculty.