

LEARNING COMMUNITY COORDINATOR JOB DESCRIPTION 2022-2023

Position Description:

The Learning Community Coordinator (LCC) is an undergraduate peer mentor who is dedicated to the academic and social success of every member of their learning community. The LCC builds a relationship with each student in their learning community to help them in setting and achieving academic goals and helps students navigate campus. They plan study groups, hold student support hours and plan activities for the learning community. They are responsible for communication with faculty members that are part of the learning community and work closely with the CA on the residence hall floor (first-year LCC's only).

Minimum Qualifications:

- A cumulative MSU GPA of 2.5 or higher and a 2.0 semester GPA or higher
- Completion of 24 credit hours at Minnesota State Mankato by end of spring 2022
- Full-time enrollment at the University during the 2022-2023 academic year
- Desire to see students succeed academically and socially at MSU
- Ability to work with diverse populations and diverse groups of individuals

Preferred Characteristics:

- Strong interpersonal skills
- Comfort addressing groups of people (students, faculty, and staff)
- 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
- Previous experience with peer mentoring
- A residence hall contract is strongly encouraged
- A student meal plan is strongly encouraged

Responsibilities & Expectations:

Student and Faculty Interaction

- Develop a positive and supportive relationship with each learning community student
- Provide and direct students to appropriate resources to support their academic success
- Hold weekly student support hours to discuss academic and college life with the Learning Community students
- Communicate all Learning Community activities and gatherings to students through both verbal and written channels
- 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 relationship with each of the Learning Community faculty members and Learning Community Department Lead.

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Academic Programming and Community Development

- Lead weekly study sessions for learning community students
- Obtain syllabus for each of the learning community courses and note exams, deadlines, papers, etc. and coordinate study groups, test review sessions, faculty sessions, etc.
- Plan and implement academic success, faculty interaction, health and wellness, diversity, 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 department lead 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, residence hall, and campus activities.
- Assist in the planning and delivery of learning community events.

First Year Seminar (first-year LCC's only)

- During the fall semester, attend and assist in the instruction of FYEX 100 *First Year Seminar* class sessions of the learning community.
- Meet with the learning community First Year Seminar faculty member prior to the start of fall classes to determine the LCC role in the course.
- Complete all tasks and responsibilities for the course in a timely manner.

Administrative

- Attend and contribute to weekly Learning Community Coordinator meetings
- Attend weekly supervision meetings with your supervisor
- Meet weekly with the Community Advisor on your Learning Community floor(s) (*first-year LCC's only*)
- Assist in the assessment of the learning communities program
- Communicate all learning community misconduct to Residential Life and Learning Community staff
- Assist in the planning and participate in the selection of new Learning Community Coordinators
- Participate in the recruitment of new Learning Community students for the following academic year.
- Complete a weekly reflection which includes tracking student attendance at study sessions, activities, volunteer opportunities, etc.

General

- Serve as a role model of appropriate and responsible behavior, inclusive of content on social media and room decorations and conduct outside the University.
- Be a committed and active member of the learning community and residence hall floor.
- Establish a positive collaborative working relationship with fellow Learning Community Coordinators, Learning Community staff, Graduate Assistants, Learning Community faculty, Community Advisors, and all Residential Life staff

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Supervisor:

Graduate Assistant for the Learning Community Program

Time Commitment:

Fall training begins on Wednesday, August 10, 2022. The Learning Community Coordinator contract runs through May 5, 2023. The Learning Community Coordinator position requires an average of 10 hours per week when class is in session and during finals week. If you live on campus, you may move on campus for the fall semester on Tuesday, August 9, 2022.

Remuneration:

The Learning Community Coordinator position is compensated \$3,552 for the 2022-2023 academic year, issued in biweekly student payroll payments. If living on-campus and when available, Learning Community Coordinators are also provided a single-occupancy renovated room at the double-occupancy renovated room rate for the 2022-2023 academic year.