

LEARNING COMMUNITY COORDINATOR

JOB DESCRIPTION 2024-2025

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 navigate campus, interact with faculty, and set and achieve academic goals. 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 GPA of 2.5 or higher and a semester GPA of 2.0 or higher.
- Completion of 24 credit hours at Minnesota State Mankato by the end of spring 2024.
- Full-time enrollment at the University throughout the 2024-2025 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 through both verbal and written channels.
- Meet individually with each Learning Community student (two times during the fall semester and two times during the spring semester) to develop and revisit individual academic goals and progress.
- Develop a positive relationship with each Learning Community faculty member and the faculty that proposed the Learning Community (Faculty Lead) and connect them with the Learning Community students.
- Meet with the Learning Community Faculty Lead monthly and develop academically related events that enable each faculty member to meaningfully interact with Learning Community students.

Academic Programming and Community Development

- BUILD A COMMUNITY amongst your students so they have a sense of belonging to the University.
- Lead at least two hours of weekly study sessions for Learning Community students.

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- 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. around important class deadlines.
- Plan and implement academic success, faculty interaction, career exploration, and community development programs as outlined in the *Learning Community Coordinator Plan of Action* (at least one per week) for Learning Community participants each semester.
- Keep Learning Community students informed of Learning Community, 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

- Participate and attend ALL training sessions outlined below.
- Attend and contribute to weekly Learning Community Coordinator meetings.
- Attend weekly supervision meetings with your Graduate Assistant supervisor.
- Assist in the assessment of the Learning Communities' programs.
- Communicate all Learning Community misconduct to Residential Life and Learning Community staff
- Participate in the recruitment of new Learning Community students for the following academic year.
- Participate in the recruitment of new Learning Community Coordinators 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 for appropriate and responsible behavior; this includes but is not limited to social media, room decorations and conduct outside the University.
- Be a committed and active member of the Learning Community Program as a whole.
- Establish a positive collaborative working relationship with fellow Learning Community Coordinators, Learning Community staff, Graduate Assistants, Learning Community Faculty, Community Advisors, and Residential Life staff.

Supervisor:

Graduate Assistant for the Learning Community Program

Time Commitment:

- LCC are required to attend the 2024-2025 LCC Kickoff Meeting: April 21, 2024
- LCCs will participate in all days of fall training: **August 14, 15, 16, 19 and 20.**
- LCC's will participate in the Learning Community **move-in and welcome event on August 21st** (full day of events).
- LCC's and their Learning Communities will participate in **Move Crew on August 22nd** for a half-day, assigned shift.
- LCC's will engage with students and participate in **Welcome Week activities from August 23-25, 2024.**

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- LCCs will **attend and participate in all scheduled staff meetings**. Meeting times are determined at the beginning of the semester and will **ONLY** be set around LCCs' course schedules.
- LCCs will **attend all individual supervision meetings** at the scheduled time.
- LCC's will participate in all **large monthly Learning Community events** planned by the GA team
- LCC's are **REQUIRED to be IN PERSON** and live in (or near) Mankato for work between **August 14 and December 13, 2024** and remain on campus during fall finals week through the last learning community course final of their students. the Learning Community Coordinator contract runs through December 13, 2024.
- LCC's will return to Mankato for **spring training on Friday, January 10, 2025**.
- LCC's are **REQUIRED to be IN PERSON** and live in (or near) Mankato for work between **January 10 and May 9, 2025** and remain on campus during spring finals week through the last learning community course final of their students, the Learning Community Coordinator contract runs through May 9, 2025.

Compensation:

Learning Community Coordinators new to the position will have the potential to make a total of \$4,160 for the entire 2024-2025 academic year.

- \$1,930 will be issued in equal bi-weekly student payroll payments from August 14-December 13, 2024
- \$1,930 will be issued in equal bi-weekly student payroll payments from January 10-May 9, 2025
- \$300 will be issued at the end of the academic year if there are no unexcused absences from the required meetings or events listed above (approval for excused absences must come in advance of the meeting/event and can only be made by the Director).