

SHPEP Head Learning Community Lead (HLCL) Job Description

Position Summary

The University of Nebraska Medical Center's [Summer Health Professions Education Program \(SHPEP\)](#) is a national program established by the [Robert Wood Johnson Foundation \(RWJF\)](#). SHPEP is a free summer enrichment program focused on improving access to information and resources for undergraduate, including community college students, interested in pursuing a career in the health professions.

Our team of learning community leads (LCLs) serve as peer mentors who provide daily one on one support and guidance to a cohort of diverse undergraduate students from across the United States.

In addition to supporting their own team of scholars and carrying out the same core responsibilities as other LCLs, the HLCL orchestrates implementation of daily scheduled activities. Among other things, orchestration of daily activities involves looking ahead on the schedule and leading morning check-ins with other team leads. The HLCL helps communicate daily updates and reminders among team leads and assists in coordination of coverage in the event of another lead's absence due to illness or other unforeseen circumstances. In collaboration with the SHPEP program assistant, the HLCL helps with starting, stopping, and cataloging daily zoom/echo recordings, and creation of public recoding links of presentations that can be shared with the SHPEP national program office. The HLCL supports coordination of logistics, such as assuring speakers from outside UNMC are greeted at the door by a team member and assuring adequate seating for panelists. The HLCL also serves as a direct point of contact for members of the SHPEP at UNMC student advisory board (SAB). In advance of program start, the HLCL facilitates the SAB election, and meets with SHPEP (up to 5) scholars elected to SAB positions to support their efforts in planning daily opening and closing, and wellness sessions.

The core responsibility of LCLs consists of helping facilitate an environment that supports a diverse community of learners. LCLs develop close mentoring relationships with scholars and serve as the primary point of contact for up to 12 scholars each. In this role LCLs are the boots on the ground, representing and modeling [UNMC iTEACH values](#). LCLs are tasked with bringing inspiration and **innovation** to preparing for and leading small group, as well as classroom discussions. Through collaboration and **teamwork** LCLs help lead program implementation. Each morning LCLs convene for a brief check-in meeting/huddle to exchange about challenges and highlights, and to go over the flow of the day's scheduled activities. LCLs are also in close communication with respective residence life and social activity leads assigned to their team of scholars, providing scholar updates. LCLs are expected to think on their feet and demonstrate **accountability** with limited supervision, helping scholars think through challenges and connecting them with information resources. LCLs demonstrate **excellence** by modeling desired behaviors and skills essential to being a successful health profession student, such as note-taking, asking questions, and making thoughtful contributions or remarks. LCLs support instructor activities and coordination of logistics (i.e., getting their group from Point A to Point B, leading campus tours) and helping assure scholars comply with UNMC and SHPEP policies. Among other things, LCLs support their team of scholars in completing UNMC onboarding processes two weeks in advance of program start. At times LCLs are tasked with bringing **courage** to help resolve conflicts that may arise.

Duties and Responsibilities

- Facilitate virtual election processes of SHPEP at UNMC Student Advisory Board (SAB).
- Assist with airport pick up/drop off, of Scholars from/to the Omaha Eppley Airport.
- Transport scholars to early morning shadowing appointments as needed.
- Prepare for leading daily community circle time, and engaging scholars in conversation around concepts presented. Link Scholars with relevant information resources.
- Conduct at least two series of 1:1 meetings with each scholar on their team; 1 in advance, and another during weeks 4 and 5 of program implementation.

