

SHPEP Head Residence Life & Social Activity Lead (HRL&SAL) 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 college, including community college students, interested in pursuing a career in the health professions. Each year our team of residence life and social activity leads (RL&SAL) serve as peer mentors who provide daily one on one support to a cohort of diverse undergraduate students from across the United States.

The head residence life & social activity lead (HRL&SAL) assumes all of the same core responsibilities of RL&SALs but takes on a leading role in assuring smooth implementation of all scheduled activities, including field trips. Additionally, the HRL&SAL supports members of the SHPEP at UNMC student advisory board (SAB) [up to 5 scholars] in planning and carrying out social events.

The core responsibility of RL&SALs is to help facilitate a welcoming and supportive environment at the residence hall, as well as assist with leading implementation of social activities and field trips. RL&SA Leads are housed in private apartment style units near their assigned scholar teams at [UNO Scott Housing](#). RL&SA Leads serve as peer mentors, community resources, and supports for up to ~12 scholars per team. In this role LCLs are the boots on the ground, representing and modeling [UNMC iTEACH values](#). RL&SALs demonstrate **accountability** and **excellence** leading their respective team of scholars with limited supervision. Through collaboration and **teamwork**, RL&SALs assure smooth implementation of social activities and field trips. Among other things, RL&SALs assure their scholar teams are accounted for when boarding busses for social activities, assisting in rounding up their team of scholars and communicating counts to the head residence life and social activity lead. Each weekday evening RL&SALs convene for a brief check/in meeting/huddle to exchange about challenges and highlights, and to go over information that may have been shared back with them by their respective learning community lead counterparts. At times RL&SALs are tasked with bringing **courage** to help resolve conflicts that may arise. RL&SALs exhibit **innovation** and creativity in leading diverse student teams, helping them celebrate successes and new insights gained, as well as providing guidance and support during challenging times. The appointment of RL&SALs begins one week before scholars arrive for in-person programming at which time RL&SALs begin reaching out to schedule 1:1 meetings with each scholar on their team, and to provide support in communicating essential last minute details. RL&SALs schedule and conduct additional 1:1 check-in meetings during weeks 4 and 5 of programming with each scholar assigned to their team.

The HRL&SAL is a member of the SHPEP staff and report directly to the SHPEP program manager. All outside employment or extracurricular activities during the employment period (June 30* to August 1, 2025) are subject to the approval of the SHPEP program manager prior to participation. All applicants must be eligible for employment/hold a valid work permit. We are able to accept applications from international students who hold an F1 or J1 visa. The **HRL&SAL holds a temporary full-time position and is on duty between the hours of 5pm and ~8am on weekdays, as well as all day on Saturdays and Sundays.**

Duties & Responsibilities

- Foster group interaction, appreciation of individual differences, and a welcoming and inclusive environment among scholars.
- Support scholars in preparing for travel (arrival/departure) to/from Omaha.
- Build community with scholars virtually in advance of program start, as well as make time to get to know respective learning community leads assigned to their team. Attend required one-time meeting in advance of scholar's arrival for in-person programming.
- Attend staff meetings, training sessions, and in-service activities.
- Assists as necessary in all appropriate pre-arrival, opening and closing functions (move-in, move-out, early, and late arrivals).

