

## SHPEP Learning Community Lead (LCL) Job Description

### Position Summary

The University of Nebraska Medical Center's [Summer Health Professions Education Program \(SHPEP\)](#) is one of twelve sites funded nationally by the [Robert Wood Johnson Foundation \(RWJF\)](#). SHPEP is a free academic enrichment program focused on improving access to information and resources for underrepresented college students interested in pursuing a career the health professions. Each year our team of learning community leads (LCLs) serve as peer mentors who provide daily one on one support to a cohort of diverse undergraduate students from across the United States.

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

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- 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.
- Prepare for and lead daily community circle/journal/book discussions with assigned scholar team.
- Help scholars to develop and identify a deeper understanding of their personal abilities and goals.
- Foster group interaction, appreciation of individual differences, and a welcoming and inclusive environment among scholars.
- Support various aspects of the SHPEP at UNMC wellness curriculum, such as active breaks.
- Attend staff meetings, training sessions, and in-service activities.
- Capture photos and video footage and contribute to social media updates.
- Document and report student behaviors inconsistent with program policies that may indicate personal, social, or academic concerns, making timely referrals as necessary.
- Lead by example, remain attentive. Take attendance. Write weekly attendance /participation, and summary reports.

