**ANNOUNCEMENT: Learning Communities Coordinator Position for 2013-14**

The Learning Communities Leadership Team is seeking a Learning Communities Coordinator for the 2013-14 academic year. This is a renewable position. Contracted faculty are eligible to apply.

Over the past five years, Learning Communities have grown with support from the Title III *Engaging Students Program*. We now offer more than two dozen First Year Experience learning communities, as well as BioBonds for Health Occupations majors, Power Write for Business majors, and Women in Transition that empowers women to become economically self-sufficient and improve their lives through access to education. We also offer Show Me the Money for students seeking scholarships, and Reconnecting with Nature.

The Learning Communties Coordinator will continue to advocate for First Year Experience and other learning communities, while working with the Learning Communities Leadership Team to develop new opportunities for learning communities at Lane, including learning communities for majors and for developmental education students.

Below is a job description for this position. A more detailed description of duties is also attached.

**TO APPLY:**  Please send a letter (no more than 300 words) to Anne McGrail mcgraila@lanecc.edu that details your interest in the position and your knowledge, skills and abilities related to the job. A detailed job description follows this job description. It may help to guide your response.

Learning Community Coordinator

**Job Description**

**Job Purpose:** The Learning Communities Coordinator serves as the advocate, spokesperson, leader, and coordinator for Lane’s Learning Communities program. Learning Communities are a high impact practice for student success. Learning Communities focus on integrative learning and the interdisciplinary nature of knowledge. Learning Communities at Lane follow a mainstreamed model, with more than two dozen first year experience learning communities offered each year. In the coming year, we expect to add learning communities for majors and to support developmental learning communities to support pre-collegiate student’s progression and completion.

The Learning Communities Charter calls for the Coordinator to lead the effort toward establishing Learning Communities on a large scale at Lane.

**Minimum**

**Qualifications:** Current contracted faculty member of Lane Community College.

**Experience:** Learning Community experience preferred but not required.

**Knowledge,**

**Skills and**

# Abilities: Knowledge of:

* Lane Community College operations and procedures.
* Learning Communities, their philosophy and purpose.

**Skill in:**

* Program advocacy across diverse campus audiences.
* Written and spoken communication
* Budget management.
* Website maintenance.
* Data collection of student evaluations.

**Ability to:**

* Promote Learning Communities to faculty and departments.
* Coordinate the Learning Communities’ schedule and listing of classes.
* Oversee the approval process of new Learning Communities as well as the change process for existing Learning Communities.
* Facilitate meetings of the Learning Community Leadership Team. Develop agenda, maintain communication through a group decision making process.
* Organize annual Learning Community retreat.
* Write and distribute Learning Community materials including course descriptions and flyers.
* Serve as internal consultant to Learning Community faculty and potential Learning Community faculty.
* Work effectively with all constituents at Lane including staff, administrators, professional/technical faculty and transfer faculty.

**Detailed Learning Communities Coordinator Job Description**

**(.5 FTE position, possibly staffed by two faculty with .25 each)**

**College-wide program advocacy, maintenance and development**

* **Champion the work of Learning Communities** on campus, explaining their effectiveness in supporting Lane’s mission and vision for student learning and student success.
* **Work independently** in a variety of contexts to support the planning and implementation of Learning Communities (LCs)
* **Communicate regularly with staff support** person for LCs to ensure timely and accurate assignment and completion of administrative tasks related to registration, publicity, and payroll.
* **Track budget** in communication with staff support person for LCs.
* **Maintain organized files** on shared drive.
* **Create agendas for and facilitate** Learning Communities Leadership Team meetings (collect agenda items; send out agenda; keep records of decisions made etc.; send out minutes)
* **Implement Learning Communities Charter Goals,** including faculty development work to recruit new faculty to learning communities and the leadership team. This involves maintaining current learning communities, including the First Year Experience learning communities developed through the Title III Grant.
* **Attend relevant college-wide meetings** such as the Success and Goal Attainment Committee.
* **Coordinate with other First Year Experience projects** on campus (e.g., advising, orientation, SOAR, online New Student Information etc.)

**Publicity to internal and external audiences**

* **Follow publication calendar** to coordinate student registration of Learning Communities (work with faculty, Admin Coordinators, CIT administrators and Curriculum and Scheduling on deadline)
* **Publicize new and continuing learning communities** through communication with Counseling and Advising, targeted emails, flyers, posters, and social media outlets.

**Curriculum Development**

* **Recruit faculty** to develop and staff learning communities courses.
* **Provide information and publicity** for faculty curriculum development application process.
* **Track the budget** and communicate with LCLT on running totals
* **Serve as point-person** for faculty to liaison with new LC faculty in mainstreamed LCs
* **Shepherd LC Curriculum Development** applications through approval process with the LCLT (copy and distribute apps; through the LCLT, help select CD fund awardees; communicate with CD awardees; schedule courses with departments; coordinate with staff support for payroll)

**Registration**

* **Follow Task/Work Flow Calendar** set up with administrative coordinators in all learning communities departments to ensure timely registration and enrollment processes. Make adjustments as necessary. See [Task/Work Flow Calendar](http://www2.lanecc.edu/lc/fresources/resources-administrative-support-staff) here.
* **Liaise with administrative coordinators** on a timely basis to maintain website (may also communicate with staff support to update CRNs/courses, applications and other info)
* **Create an Annual Plan** for learning communities requests to distribute to administrative coordinators. [The annual plan for 2011-13 is here.](http://www2.lanecc.edu/lc/fresources/resources-administrative-support-staff)
* **Serve as first line of communication/initial contact** for learning communities (appears on TV, website and publicity documents). Misc. communication with faculty and staff regarding Lane Foundation funding, queries from external parties, conferences to spread the word on LCs at Lane.

**Assessment**

* Oversee distribution of assessment instruments and collation of data to track student learning and satisfaction with learning communities over time in comparison with the general population (i.e., CCSSE data).