Learning and Living Communities provide cohorts of students with opportunities to investigate areas of interest, either based on their major or an interdisciplinary topic, through guided courses and co-curricular activities. Living and Learning Communities develop knowledgeable, responsible, engaged citizens in a culture of inquiry within a learner-centered university. While assisting students with their transition to academic life, they offer a small college feel and a sense of place on a large campus; they promote meaningful and sustained interactions with faculty, staff and student leaders; and they provide an effective structure for curricular coherence, deeper learning, student success, persistence, and engagement. More than 40 percent of the incoming class participates in a learning community, as well as hundreds of students beyond the first year.

The Learning Community Executive Council (LCEC) is the student governing board which oversees the operations of the Learning Community Council (LCC) and is comprised of undergraduate students advised by Learning Community professional staff. The Learning Community Executive Council manages completion of the following goals & objectives on a yearly basis:

- **Work with the Learning Community Program Office** to execute its mission, improve its processes, augment its task force, and develop its overall program.
  - Provide support, input, and feedback on Learning Community Office administration and operation.
  - Contribute innovative ideas and approaches to the Learning Community experience and its functions.
  - Consider best practices of Learning Communities and encourage excellence in all aspects of the Learning Community experience at UConn.
  - Be an ambassador for Learning Communities, both at LC events and programs and beyond.
  - Maintain high level of accountability for individual and group work related to their roles.

- **Further enhance Learning Community students’ experiences**, aiding in their transitions to UConn and ultimately retaining students beyond the first year.
  - Assist with planning, executing, staffing and assessment of Learning Community wide events including but not limited to:
    - August Peer Leader Training
    - Kickoff (August)
    - Field Day (Fall)
    - Research Connections (Fall)
    - LC TALKS (Spring)
    - LC Showcase (Spring)
    - Career, Social Justice, and other timely programming as needed
  - Take initiative and lead on event planning and major projects, both in collaboration with other LCC/LCEC members and staff, faculty, LC teams, student leaders, and LC members.

- **Train & mentor Learning Community Student Leaders such as Council members, Floor Mentors and peer leaders** so they may be empowered to help execute the goals of their respective
Learning Communities. Collaborate with other student leaders to build impactful experiences for Learning Community students.

Application Process
- An interested applicant must be a full-time enrolled undergraduate student at the University of Connecticut and be a current or past member of a Learning Community with at least one full year of LC membership (by the end of Spring 2020 semester) and demonstrated leadership experience with First Year Programs & Learning Communities.
- Candidates must fill out the online application form between Monday, January 6 and 11:59pm on Sunday, February 9, 2020.
- After review of applications, interviews for candidates who qualify will commence from Friday, February 21 to Friday, February 28, 2020.
- First choice decisions will be communicated by Friday, March 13, and the first round candidates will have until 4:30pm on Monday, March 23, 2020 to accept their positions.

Terms of Service
- The term of an LCEC member is for one year and will begin in mid-March with a transition period in which they will work with existing LCEC members to learn their role and support the formulation of the next year’s Learning Community Council.
- The full responsibility of their position will start in July and continue through to both the Fall and Spring semesters, until May 2021.
- They will be relieved of their duties after successfully transitioning a new LCEC member to their position, if applicable, or until they are reappointed to the LCEC for another year’s term. (LCEC members interested in returning to the Executive Council must meet all the qualifications and re-apply for either their current position or a different position on the Executive Council.)

LCEC Position Descriptions
Position-specific requirements and expectations are listed below so as to create areas of opportunity, specialization, and advancement for Executive Council members. Although each member has an area of specialization or focus, the LCEC often works together across roles/committees to plan events, programs and initiatives. The LCEC member with a specific requirement listed in their job description acts as the lead for those events and projects to which they are assigned.

The LCEC meets bi-weekly.

President
- Keep a minimum of 3 office hours per week in the Learning Community Office suite outside of meeting obligations, which can be used to accomplish other tasks in the job description or support the operations of the LC Office
- Represent Learning Communities at a minimum of one Fall Open House and the Learning Community Showcase in April
- Serve as the liaison to 1-3 individual Learning Communities using consistent communication and attendance at their leadership meetings (at least one per semester)
- Oversee general operations of the LCEC, help set individual and group goals, and delegate tasks when needed
- With the Vice President, plan and help facilitate biweekly Executive Council meetings by formulating agendas and following up on project/committee reports and action items from meetings
- Meet bi-weekly with the advisor(s)
- Provide support to other Executive Council members through consistent communication, meetings and supervision
- With the VP and Leadership Chair, support the planning and execution of All-Council and All-Leadership gatherings
- Work with the Learning Community Program to establish and implement widespread programmatic visions
- Manage volunteers and oversee operations related to program/event planning and implementation, especially at Learning Community wide events including the Kickoff and Field Day
- Utilize excellent interpersonal and communication skills to build relationships, connections and resources for the Learning Community Council and Program; be an outward face/student representative for Learning Communities
- Working with Learning Community professional staff and possibly other Council members, help implement recruitment techniques and processes for LC members (new & returning) and LC leadership positions/selection processes

**Vice President**
- Keep a minimum of 3 office hours per week in the Learning Community Office suite outside of meeting obligations, which can be used to accomplish other tasks in the job description or support the operations of the LC Office
- Represent Learning Communities at a minimum of one Fall Open House and the Learning Community Showcase in April
- Serve as the liaison to 1-3 individual Learning Communities using consistent communication and attendance at their leadership meetings (at least one per semester)
- Develop and coordinate the administrative functioning of the LCEC: keep meeting minutes, create agendas with the President/advisor, and maintain the Google Drive and Calendar
- Gather materials from Learning Community Council (LCC) Committees; keep accurate and up-to-date records of the operations of the LCC
- Maintain above average attention to detail by ensuring logistical and preparatory tasks are completed for Learning Community wide events, projects and programs as needed, such as making name tags, printing materials, gathering items, etc. May also:
  - Reserve event spaces, manage event budgets, and/or assist with purchases/financial processes
  - Brainstorm ideas to improve logistics or processes associated with events
  - Collect programmatic/event supplies and assets
- With the President and Leadership Chair, support the administrative aspect (invitations, emails, reminders, agenda, name tags, etc.) of planning and All-Council (twice per semester) and All-Leadership (early in each semester) gatherings
- Serve as a collaborative member of Learning Community wide event planning teams as needed
- Deploy evaluative measures of the fulfillment of the Learning Community Program’s goals and learning outcomes (such as event attendance & content, student satisfaction & engagement); work with the LC Office to evaluate and summarize data and assessment information

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Each of the remaining positions will be responsible for:

1. **Chairing a Learning Community Council Committee.** These responsibilities include:
   - Hold bi-weekly Committee meetings: develop a structure, secure a location, send reminders, formulate agendas, take attendance, build team cohesion, oversee all projects and topics related to the Committee
Provide monthly Committee updates to the Vice President which will be reviewed in LCEC Meetings, and bring pressing matters to the President & Vice President’s attention for inclusion on the next LCEC meeting agenda as needed

- Attend all LCC All-Council Meetings throughout the year

2. **Keeping a minimum of 1-2 office hours per week** in the Learning Community Office suite outside of meeting obligations, which can be used to accomplish other tasks in the job description or support the operations of the LC Office

3. **Representing Learning Communities at a minimum of one Fall Open House and the Learning Community Showcase in April.** Discussions with the advisors are necessary if a member is unable to meet this expectation

4. **Serving as the liaison to 1-3 individual Learning Communities** using consistent communication and attendance at their leadership meetings (at least one per semester)

**Enrichment Chair**

- Serve as the Chair of the Enrichment Committee (see explanation on page 3). All other responsibilities will be accomplished with the help of this Committee as the Enrichment Chair sees fit

- Focus on the following key areas & their appropriate contacts across campus:
  - Undergraduate Research | Office of Undergraduate Research, Office of the Vice President for Research, Other Key Programs
  - Career and Continuing Education | Center for Career Development
  - Innovation & Entrepreneurship | Learning Community Innovation Zone, Connecticut Center for Entrepreneurship and Innovation, Werth Institute for Entrepreneurship and Innovation, Other Key Programs
  - Service-Learning | Community Outreach
  - Study Abroad | UConn Education Abroad

- Serve as project lead for:
  - Research Connections
  - Annual Career Development collaborative event(s)
  - LC Day of Service (co-lead with Social Affairs Chair)
  - Other programs/events created or by volunteering

- Develop strategies to continue engaging returning LC members and enrich their experience as non-first year students

**Historian**

- Serve as the Chair of the History Committee (see explanation on page 3). All other responsibilities will be accomplished with the help of this Committee as the Historian sees fit

- Collaborate to share information, materials, and resources for marketing projects with the Marketing Committee

- Contribute content for social media, email, and other outlets to improve LC Program visibility

- Focus on the following major projects:
  - Work with the LC staff to learn current record-keeping processes for tracking LC member (current and former) achievements, events, and news-worthy announcements
  - Check major University communications on a weekly basis for information related to the Learning Community program or its students, and keep organized record of them
  - Assist in managing the Learning Community events calendar
  - Assign Committee members to attend Learning Community events (both individual and LC wide) to take high-quality pictures and possibly write features about the events
Formulate a template for interviewing Learning Community Team Members and Student members. Submit a monthly “LC Spotlight” about a current Learning Community student or professional team member for inclusion in the monthly LC Newsletter

**Innovation Chair**
- Serve as the Chair of the Innovation Committee (see explanation on page 3). All other responsibilities will be accomplished with the help of this Committee as the Innovation Chair sees fit
- Act as a liaison to the Learning Community Innovation Zone (LCIZ) Supervisor, Specialists & Maker Mentors
- Maintain active involvement and engagement with the LCIZ, regularly utilizing and supporting the space and its staff
- Collaborate with the Marketing Chair to promote the LCIZ and generate awareness of the broader maker culture at UConn
- Develop strategic ways to infuse Creativity & Innovation as a theme in more Learning Community Wide Programs, especially Learning Community Research Connections
- Brainstorm new events or programs which could generate excitement about the LCIZ, innovation and entrepreneurship at UConn
- Assist with the planning and execution of the annual events and programs sponsored by the FYP&LC Department which focus on innovation and creativity, such as Women in Making and the Maker Faire

**Marketing Chair**
- Serve as the Chair of the Marketing Committee (see explanation on page 3). All other responsibilities will be accomplished with the help of this Committee as the Marketing Chair sees fit
- With the Advisor, other FYP & LC staff, and other students as needed, assist in the development and implementation of a communication plan for Learning Communities, establishing best practices for reaching each of our target audiences. Utilize creative, design, and art skills to translate Learning Community messaging into easily understandable, high impact finished products. Focus will be on these key areas:
  - Social media: Facebook, Instagram, LinkedIn, & Twitter
  - LC Website and Emails
  - Flyers, postcards, and other paper handouts
- Focus on target audiences below & how each platform & communication method can serve them:
  - Prospective Learning Community students (first year & undergraduate students)
  - Current Learning Community students & teams
  - Families of Learning Community students
  - University and Learning Community Alumni
  - University faculty and staff
  - University schools, departments and programs
- Collaborate with all other LCEC members to create marketing content for their events and projects
- Collaborate with the Historian to curate and acquire information and content which can be featured strategically on multiple platforms

**Recruitment Chair**
- Serve as the Chair of the Recruitment Committee (see explanation on page 3). All other responsibilities will be accomplished with the help of this Committee as the Recruitment Chair sees fit
- Serve as project lead for:
  - Fall Open Houses
  - Husky-For-A-Day: Learning Community Presentations
  - Learning Community Showcase at Admitted Student Open House (Spring)
Other programs/events created or by volunteering

- Utilize excellent interpersonal and communication skills to build relationships, connections and resources for the Learning Community Council and Program; be an outward face/student representative for Learning Communities
- Working with Learning Community professional staff and other Council members, help implement recruitment techniques and processes for LC Members, with a focus on returners in late fall and new students in the spring
- Help implement professional development opportunities within the Recruitment Committee and to the larger LCC to train students in communication skills needed when recruiting students to join Learning Communities at events such as the All Council Meetings

Social Affairs Chair

- Serve as the Chair of the Social Affairs Committee (see explanation on page 3). All other responsibilities will be accomplished with the help of this Committee as the Social Affairs Chair sees fit
- Provide social activities (at least twice per semester) for the Learning Community Council (LCC) to promote team bonding and camaraderie outside of formal meetings
- Serve as project lead for:
  - Field Day
  - LC TALKS
  - Monthly casual programs in the LC Office open to all LC students (social, activity, or the like)
  - LC Day of Service (co-lead with Enrichment Chair)
  - Other programs/events created or by volunteering
- Bring social concerns or issues/trends to the LCEC for discussion
- Prioritize inclusiveness, collaboration, and inter-LC interactions; take deep consideration for diverse LC representation at Learning Community wide events and help the Marketing Chair/Committee market with a widespread and inclusive approach

Student Leadership Chair

- Serve as the Chair of the Leadership Committee (see explanation on page 3). All other responsibilities will be accomplished with the help of this Committee as the Student Leadership Chair sees fit
- Serve as the project lead for:
  - FYP&LC August Training
  - LCC All-Council Meetings (in collaboration with the President and other LCEC as appropriate)
  - Other programs/events created or by volunteering
- Utilizing best practices in leadership development, provide ongoing leadership training and administrative support for the Learning Community Floor Mentor program
- Work with the President, Marketing Chair and advisor to establish and help implement recruitment techniques and application processes for LC student leadership positions