

# Seattle University Learning Assistance Programs

Lemieux Library and McGoldrick Learning Commons 2<sup>nd</sup> Floor (206) 398-4450\_

## Position Description:

### **Study Group Facilitator Conversation Group Leader**

**Payrate:** Seattle Minimum Wage

**Time Commitment:** 2022-23 Academic Year--This includes 4-7 hours per week during Fall, Winter, and Spring quarters **AND** required training the week before classes begin in Fall quarter and the first Saturday after classes begin in Winter and Spring quarters

#### **Description of Program:**

Facilitated Study Groups and Language Conversation Groups provide out-of-class opportunities for students to work with their classmates and trained peer facilitators to actively review course content and practice necessary skills. These groups strive to improve overall student success in targeted courses, model effective study strategies, and help students build collaborative learning communities. Peer educators play a key role in facilitating these groups.

#### **Required qualifications:**

- Strong understanding of course content and demonstration of discipline-specific thinking
- Ability to explain subject-related content and processes to students enrolled in the course
- Strong interpersonal and communication skills including active listening, empathy, self-awareness, and the ability to guide group dynamics
- Commitment to promoting an environment of inclusion and eliminating all forms of oppression in your work with students
- Well-developed study strategies and time/task management skills
- Minimum 3.0 overall grade point average upon application and throughout employment
- Minimum grade of a B or higher or equivalent proficiency in courses where you would facilitate groups. For Language Conversation Group Leaders, equivalent proficiency includes being a native speaker of the language you would use.

#### **Job Responsibilities:**

1. Communicate with faculty weekly and collaborate to develop activity plans for group sessions.
2. Facilitate group meetings each week, acting as a guide and resource (not lecturing/re-lecturing material):
  - a) *Study Group Facilitators* lead two 1-hour groups each week (outside of class time). Attendance is voluntary.
  - b) *Language Conversation Group Leaders* facilitate multiple 20–30-minute sessions each week (depending on enrollment). These groups may be during class or outside of class time. Faculty determine whether attendance is voluntary or mandatory.
3. Make in-class announcements regarding groups each quarter.
4. Participate in ongoing LAP training program and meetings with supervisor.

**Application Process:**

1. Find the application for your subject(s) of interest on the [“Working at LAP” webpage](#).
2. Complete application by Wednesday, 5/11.
3. When reviewing your application, your GPA and related grades will be checked.
4. We will reach out to you via email if you are invited for an interview.
5. Those who are offered positions will need a faculty recommendation before they begin work.

Learning Assistance Programs peer tutoring and study group programs are nationally certified programs through the [College Reading and Learning Association](#)

4/21/22