

## Peer-Led Team Learning Leader Position Description | Peer-Led Team Learning Program The Learning Center, Division of Student Life

*The mission of The Learning Center is to provide students with opportunities to increase and enhance their academic skills and abilities through cultivating effective learning practices. We support investment in learning and studying and respect individual learning styles. We believe in creating an environment that is conducive to learning as well as serving as role models. With the goal of creating lifelong learners, we strive to support students' endeavors towards self-confidence and higher academic achievement and performance.*

Peer-Led Team Learning (PLTL), offered in fall and spring, is a 1-credit course that provides General Chemistry 111 and 113 students with additional opportunities to develop and strengthen their leadership skills, critical thinking and problem-solving abilities, and confidence in chemistry through weekly two-hour sessions. In teams of 8-10, PLTL participants build relationships with their peers through collaboratively working through the processes of challenging chemistry problems aligned with the General Chemistry Syllabus.

### Primary Responsibilities of a PLTL Leader

1. Meet the **professional standards** of the program
  - a. Attend all scheduled PLTL sessions as a prepared and accountable peer leader
    - i. Dedicate a minimum of one hour to planning for each session
    - ii. Keep accurate records of each session (i.e. attendance)
  - b. Maintain contact with PLTL Faculty throughout the semester and notify PLTL supervisor of conflicts as soon as possible
2. **Partner with students** in support of individualized student success
  - a. Consult with participants on problem sets to encourage academic self-confidence
  - b. Engage with the team as a reliable/dependable peer facilitator to motivate participants to become active learners within a group setting (i.e. goal setting and decision-making)
3. Utilize effective **interpersonal communication** tools and strategies
  - a. Exhibit confidence when speaking about program-specific information and/or general information about the support provided by the Learning, Writing, and Speaking Centers (LWSC)
  - b. Provide feedback that is supportive, future focused, and process-oriented
  - c. Facilitate group discussions through the use of process-oriented and collaborative learning techniques
4. **Serve as a resource** to all participants
  - a. Encourage the use of the textbook, lecture notes, etc. in and out of sessions and connect participants to additional campus resources, as appropriate
  - b. Help participants reinforce knowledge and develop academic skills/strategies by offering tips for integrating “how to learn” with “what to learn”
5. Demonstrate **problem-solving** abilities, promoting critical thinking from participants
  - a. Adapt to participants' challenges and utilize open-ended/probing questions that encourage strategic thinking and discussion
  - b. Apply creative strategies that emphasize process-focused problem solving

## Requirements & Additional Expectations

1. Engage in a continuous training process
  - a. Actively participate in group discussions/activities with other PLTL leaders and faculty
  - b. Complete other tasks as assigned
2. Attend an initial, all-day training, during the first weekend of the fall semester
3. Maintain confidentiality (i.e. student progress and/or student complaints)
4. Ensure that all evaluations are distributed to and collected from all enrolled students in assigned section(s); seek formal and informal feedback on performance from participants
5. Complete all necessary personnel paperwork, communicate availability, and accurately submit all hours worked via the USFWorks in a timely manner
6. Availability to enroll in INTD 057: PLTL Leadership training course (1 credit hour; Mondays from 6:30pm-8:30pm) and lead one section of PLTL (weekly) on Tuesdays, Wednesdays, or Thursdays from 6:30-8:30pm
7. Exhibited course content-competency (to be determined by academic transcript and faculty recommendation as part of the application process)
8. Undergraduate student with an overall GPA of 3.0 or above (on a 4.0 scale), who maintains full-time enrollment at USF (12 credits or more)
9. Model appropriate professional attitudes and behaviors, while actively working to increase personal cultural responsiveness/awareness.

*USF is a private Catholic and Jesuit Institution and particularly welcomes candidates who desire to work in such an environment. Jesuit tradition defines USF's approach to learning and our commitment to welcoming all students (<https://www.usfca.edu/about-usf/who-we-are/vision-mission>).*

## Preferred Qualifications

- Exhibit effective interpersonal and communication skills (to be determined by the PLTL Staff throughout the application/interview processes)
- Relevant experience to position responsibilities (prior experience in academic support, tutoring, mentoring, etc.)

## Time Commitment and Compensation

PLTL Leaders are hired on a one-year basis, with the option to return in subsequent semesters based on program needs, availability, and satisfactory performance. PLTL Leaders work in Gleeson Library on the USF Hilltop Campus for a maximum of 5 hours/week at an hourly wage of \$17/hour. *Please note all compensation is taxable.*

## Supervisor(s)

Learning Center Director | PLTL Lead | CHEM 191 Professor

## Application Procedure

More information can be found at The Learning Center's Employment Opportunities webpage: <https://myusf.usfca.edu/lwsc/lwcjobs>. Please contact [lwsc@usfca.edu](mailto:lwsc@usfca.edu) or 415-422-6713 with questions about this opportunity, including how to apply.

*USF is an Equal Opportunity/Affirmative Action Employer. We particularly encourage minority and women applicants to apply for all positions. The University provides reasonable accommodations to individuals with disabilities upon request.*