A black background with a black square

Description automatically generated with medium confidenceSelecting Student Roles for Group Work

**Infographic**

A group roles diagram with text

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**Recorder/Scribe**

* Records group ideas, decisions, and discoveries
* Reports on prior meetings

**Project Coordinator**

* Keeps the group on task
* May have a list of tasks to complete during the session

**Materials Manager**

* Identifies needed materials
* Tracks and manages resources for the project

**Timekeeper**

* Keeps the group on time
* May set time limits for activities

**Ambassador**

* Collects questions and concerns to share with the facilitator or other groups
* May be the voice of the group

**Coach/Mediator**

* Helps encourage the group
* Mediates when there’s conflict

**What to do:** Decide how many groups to have, the appropriate size and composition of each group, and whether to assign students to groups/roles or let them choose. This diagram shows roles often used during project work.

**Why it matters:** Working in groups helps students develop skills such as collaboration, communication, leadership, and more. Groups also provide opportunities to learn from and with peers in settings that resemble real-life workforce experiences.

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