GENERAL INFORMATION:

Position: Academic Support student employee – SI Leader

About the Academic Support program: Supplemental Instruction (SI) supports historically difficult classes with free, weekly, active-review sessions facilitated by students who previously excelled in the course.

Type: Part-Time, On-Campus, Paid, Undergraduate Student Employment

Hourly wage: $13/$hr$, 9 hours a week

Supervisor: Jillian Rager, M.Ed.; Coordinator, Course Support

POSITION RESPONSIBILITIES:

Primary:

- Attend all class meetings of the selected course, take notes, and be familiar with assigned materials including text(s) and supplemental readings.
- Conduct 3 hours of active-learning review sessions per week.
- Spend two hours a week carefully planning and preparing for upcoming sessions.
- Design collaborative activities and materials for use during SI sessions.
- Cultivate communicative relationships with course instructor, students, and SI staff. This includes reaching out to students in class based on their student status.
- Participate in training and meetings both before and throughout the semester.

Secondary:

- Develop planning and facilitation skills that support student learning related to mastery of course content, as well as skill development.
- Maintain accurate management of employment records including time keeping, evaluations, and reporting.
- Meet procedural expectations.
- Use of and familiarity with a variety of technological platforms (Zoom, Canvas, BOX, Advise Assist, Qualtrics, Microsoft, Excel).
- Promote SI sessions.
- Act as professional representative and member of Academic Support and all its programs.
- Other duties as assigned.

QUALITIES/SKILLS:

Required: minimum GPA of 3.0 (on a 4.0 scale), minimum grade of B in the selected course, reference, content competency, effective interpersonal skills

Desired: has attended SI sessions, nomination from faculty, SI Leader, or advisor, willing and able to commit 2 semesters to a course/faculty member, experience in active learning or educational settings