

**GENERAL INFORMATION:**

**Position:** Office of Academic Support student employee – Supplemental Instruction Leader (SI Leader)

**About the Academic Support program:** Supplemental Instruction 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

**Hours:** 8-10 per week (3 attending class, 2 planning, 3-3.5 facilitating sessions)

**Dates of Employment:** January 6 – May 28, 2019

**Supervisor:** Ashley Carr, Ph.D., Coordinator of Supplemental Instruction

**POSITION RESPONSIBILITIES:****Primary:**

- Support student learning in informal settings through group facilitation.
- Attend all class meetings of the selected course, take notes, and be familiar with assigned materials including text(s) and supplemental readings.
- Conduct at least 2 active-learning review sessions per week related to mastery of course content.
- Spend two hours a week carefully planning and preparing for upcoming sessions.
- Design collaborative activities, handouts, or other materials for use during SI sessions.
- Cultivate communicative relationships with course instructor, students, and SI staff.

**Secondary:**

- Maintain accurate management of employment records including time keeping, evaluations and reporting.
- Participate in professional learning opportunities.
- Use of and familiarity with a variety of technological platforms (Sharepoint, Advise Assist, Baseline, Microsoft, Excel).
- 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, 2 references, content competency

**Desired:** effective interpersonal skills, experience in active learning or educational settings

**LEARNING OUTCOMES:****Student employees of Academic Support will:**

- understand and apply strategies and tools to promote self-directed learning that contributes to a positive educational experience at AU.
- develop and demonstrate affective Intelligence that includes verbal and non-verbal communication, listening and responsiveness, self-regulation, diversity and inclusion, and collaboration.

