**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, .25 FTE

**Hourly wage:** $9 hour, 9 hours a week

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

---

**POSITION RESPONSIBILITIES:**

**Primary:**
- Attend all class sessions and engage with course content of the selected course; be familiar with assigned materials including text(s) and supplemental readings.
- Facilitate 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 that promote content mastery, skill integration, and peer connections during SI sessions.
- Cultivate communicative relationships with course instructor, students, and SI staff.
- Participate in all training and meetings before and throughout the semester.

**Secondary:**
- Participate in observation and feedback for the development of skills.
- Maintain accurate management of employment records including time keeping, evaluations and reporting.
- Use of and familiarity with a variety of technological platforms for communication about SI (Zoom, Canvas, BOX, Advise Assist, Qualtrics, Microsoft, Excel).
- Advocate for the SI model; connect the purpose and value of SI to students in the class based on their student status.
- 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 course when previously taken
- undergraduate enrollment in the semester of work
- completed application
- reference
- content competency
- effective interpersonal skills

**Desired:**
- 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