

STUDENT EMPLOYEE POSITION

Academic Support | academicsupport.auburn.edu | 334.844.5972 | academic_support@auburn.edu | @AUAcadSupport

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 Pay: \$9.00/hour, 9 hours/week

Supervisor: Ashley Carr, Ph.D. – Coordinator, 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 three 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

LEARNING OUTCOMES:

Student Employees of Academic Support will:

- Understand and apply strategies and tools to promote self-directed learning that contributes to a positive graduate education 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

