

**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:** \$14/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 3 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 and promote SI sessions.
- Use of and familiarity with a variety of technological platforms (Zoom, Canvas, Box, Advise Assist, Qualtrics, 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, 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