Supplemental Instruction Leader

Position Abstract
Supplemental Instruction leaders (SI leaders) with the Student Success Center will attend class with students, take notes, and complete class reading and homework assignments. SI leaders will then provide weekly facilitated review sessions helping the students think about the class lectures, assignments and offer helpful tips that incorporate how to learn with what to learn. SI leaders will assist students in improving academic achievement by helping them to become more independent, confident and self-directed learners.

In combination with any additional on-campus employment, tutors cannot work more than 20 hours per week during the academic year or 40 hours per week during the summer.

Responsibilities
- Attend all class meetings of the selected course, take notes, do homework and read assigned materials (including text(s) and supplemental readings).
- Conduct three 50-minute study sessions per week, encouraging conversation, collaborative learning and developing study skills.
- Spend approximately an hour a week to prepare for study sessions (by creating session plans, handouts, practice quizzes and tests, etc).
- Be punctual for all scheduled Supplemental Instruction sessions, notifying tutoring coordinator at least 48 hours in advance if you are unable to meet with your students.
- Serve as a personal resource for students regarding study skills, University offices and services.
- Serve as a role model of positive academic behavior, representing the University with pride and respect, in and out of the classroom.
- Maintain confidentiality of students and maintain appropriate relationships.
- Initiate and maintain contact with course instructor(s).
- Complete documentation based upon tutoring services (providing attendance records), as well as maintain pay documents (Banner and timecard) according to the University pay schedule.
- Promote Academic Support programs including tutoring and writing services, the University 101 course (when applicable) and Supplemental Instruction program.
- Demonstrate the willingness to complete other reasonable tasks requested by the Coordinators of Academic Support.

Job Expectations and Requirements
- New SI leaders are expected to attend training session: Saturday, August 20 from 9:00 a.m. to 4:30 p.m. (Returning tutors are not expected to be present if they attended the training previously).
- Participate in one-hour In-Service trainings and/or projects (approximately two per semester).
- Have at least a 3.0 in subject(s) to be tutored and maintain a 3.0 cumulative GPA. Remain in good standing academically as well as with Student Conduct.
- Demonstrate content-competency in desired Supplemental Instruction courses, as reflected through a recommendation from a professor who teaches that subject area.
- Necessary personal characteristics for this paraprofessional position include: patience, maturity, approachability, ability to role model, ability to maintain confidentiality, dependability, flexibility, appreciation of diversity, ability and knowledge to tutor academically under-prepared students, and good communication skills.

Accountability/Compensation
- SI leaders will be advised and supported by the Coordinators of Academic Support.
- Upon successful completion of Banner self-service and timecard documents, SI leaders will be compensated $10 per hour before taxes to be disbursed according to the 2016-17 University pay schedules (typically 7 hours per week, but may fluctuate based on time of year).