SI LEADER JOB DESCRIPTION

Under the direction of the Supplemental Instruction (SI) Program Coordinator, SI Leaders perform a variety of duties providing academic assistance for targeted courses. SI Leaders work between 8-14 hours per week, per class.

Major Duties and Responsibilities
- Complete SI Leader Orientation Training
- Attend Staff Meetings
- Attend Class Meetings (take notes, complete homework, read assigned materials)
- Conduct 3 hours of study group sessions per week utilizing Collaborative Learning Techniques and Study Group Activities practiced during staff training
- Meet weekly with Course Instructor
- Meet as required with SI Program Coordinator
- Complete all required paperwork (attendance records, session plans, SGSE, etc.)
- Submit all required paperwork on time
- Observe a veteran leader once a month beginning in either September or February for a total of 3 times per semester
- Other duties as assigned by the SI Program Coordinator
- Be liable for attendance scanners and classroom keys
- Wear name badges when in the LRC and when performing any SI related activities

Preferred Minimum Qualifications
- Minimum 3.0 GPA in subject
- Prior enrollment in class with instructor who is teaching the course
- Content-competency relevant to the course
- Excellent communication and interpersonal skills
- Ability to work independently and as a member of the Academic Support Team
- Positive attitude and appreciation of diversity