

SUPPLEMENTAL INSTRUCTION (SI)

SI Leader Job Description



Job Title: SI Leader

Supplemental Instruction (SI) is an academic support program that targets historically difficult courses. SI sessions are regularly scheduled, out-of-class review sessions where SI leaders facilitate student learning and help students better understand course concepts in a targeted course.

Responsibilities:

- Attend all class lectures of selected course.
- Prepare session plans and materials.
- Plan and facilitate two SI sessions per week.
- Actively promote SI sessions.
- Maintain contact during the semester with the course professor.
- Be familiar with campus resources available to students.

Administrative Responsibilities:

- Attend pre-semester training and monthly trainings during the semester.
- Conduct three SI Leader observations per semester.
- Collect student attendance for every session and submit weekly to SI office.
- Submit all other required paperwork on time.

Expectations:

- Maintain professionalism at all times.
- Support and care about student success.
- Demonstrate an understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, mental or physical disability, and religious background of all students, faculty, and staff.
- Work with a significant degree of independence and good judgment.

Minimum Qualifications:

- Minimum grade of "B" in the selected course; prior enrollment with the same professor is preferred.
- An overall GPA of 3.0 or above.
- Faculty recommended.
- Able to work 10-13 hours per week.
- Strong interpersonal and communication skills
- Outstanding organizational and time management skills
- Willing to learn new skills