

Supplemental Instruction (SI) Leader Job Description

Position Description

An SI leader attends all class lectures, takes notes, reads assigned materials, and facilitates three group study sessions each week. During these sessions, the SI leader integrates *how-to-learn* with *what-to-learn* in a fun, interactive and inclusive atmosphere.

Qualifications

- Undergraduate KSU student with at least sophomore standing
- Minimum 3.0 cumulative GPA
- Earned a minimum grade of 'B' in the course(s) at a Kent State campus
- Great interpersonal and communication skills
- Ability to work with diverse populations
- Patient and flexible
- Self-disciplined and respectful
- A desire to facilitate other students' learning and address student needs

Preferred Qualifications

- Experience with tutoring or group studying
- Peer Leader Training Course (not required)

Time Commitment

- Approximately 10-12 hours per week; includes attending course lecture, planning and facilitating SI sessions
- One semester commitment; additional semesters based on evaluation, need, and budget

Training

- Required in person and online training prior to the beginning of the semester
- Mentor and SI Team meetings for continued training and professional development

Responsibilities

- Attend all SI course lectures, take notes, and act as a model student
- Make verbal announcements on a weekly basis
- Maintain professional communication with course instructor, provide feedback and assist in lecture as requested
- Submit accurate attendance records, time sheets, and other paperwork

- Utilize SI skills to plan and effectively facilitate three SI sessions per week
- Post session plans, worksheets or other materials, and required reflections on Blackboard
- Help students integrate how to learn with what to learn
- Wear SI shirt to all sessions
- Check KSU email regularly (at least once a day)

Observations

- Participate in post observation meetings throughout the semester with program staff
- Complete two observations of returning leaders, practice giving constructive feedback, and brainstorm ways to utilize new activities or strategies in your own sessions

Mentor Meetings

- Meet with your assigned mentor/mentor team weekly during the first 10 weeks of the semester
- Contribute to discussion at mentor/mentor meetings by coming prepared with session plans & reflections, share successes and work together to find solutions to any challenges consulting the Coordinator/GA as needed
- Follow up with mentor about any questions that may arise

For additional information, please contact:

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