

## Supplemental Instruction Leader Job Description

### Qualifications:

- Undergraduate KSU student with at least sophomore standing
- Minimum 3.0 GPA (cumulative)
- A or A- in the SI course
- A desire to facilitate other students' learning and address student needs

### Preferred Qualifications:

- Experience with tutoring or group studying

### Time Commitment:

- Approximately 12-14 hours per week (includes course lecture, SI sessions, and planning time)
- One semester commitment; additional semesters based on evaluation, need, and budget

### Training:

- Complete required in person and online training prior to the beginning of the semester
- Attend team meetings for continued training and professional development (scheduled every other week throughout the semester)

### 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 3 to 4 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 the GA, Coordinator, mentor, and program assistant
- 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

Starting Wage: \$8.55 per hour

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