

Supplemental Instruction (SI) Leader Job Description & Responsibilities

The Learning Center, Division of Student Life

Supplemental Instruction (SI) is a learning enhancement program for undergraduate students, which consists of a series of weekly sessions for historically-difficult courses. SI Sessions are open to all enrolled students who want to improve their understanding of course material, as well as their grades. Attendance is voluntary and offers students the opportunity to collaborate with classmates on comparing lecture notes, discussing important concepts, and developing strategies for studying.

SI Sessions are led by SI Leaders, competent students who have previously taken the course and reached success. SI Leaders attend class with students, take notes, and complete all necessary class readings and assignments. SI Leaders help students reinforce knowledge and offer helpful tips to integrate “how to learn” with “what to learn.”

Primary Responsibilities of SI Leader

- 1.) **Attend all class meetings** of the assigned course section(s)
 - a. Exhibit positive academic behaviors and engagement by taking notes, reading assigned materials including text(s) and supplemental readings, and completing homework assignments/quizzes when necessary
- 2.) **Maintain communication with the assigned SI Faculty member** throughout the semester
 - a. Complete the SI Leader/Professor Mutual Expectations form in the first two weeks of the semester
- 3.) **Conduct three SI Sessions per week** throughout the term using strategies/collaborative learning techniques learned in SI Leader Training
 - a. Spend up to one hour planning for each SI Session and submit a session plan using the template provided on Canvas, prior to each session held
 - b. Develop and provide handouts for participants to use during SI Sessions, when necessary
 - c. Collect attendance data for every SI Session using the sign-in sheet template (all sign-in sheets are to be turned in to SI Staff)
- 4.) **Promote the SI Program** throughout the semester and provide updates to all students enrolled in assigned course section(s) frequently
 - a. Make announcements during each class meeting about pertinent SI Session information
 - b. Consider previewing the topics that will be covered in SI Sessions during the given week



- c. *Reference the “Relationships with Students” section of the SI Leader Guidebook*
- 5.) **Attend all Bi-weekly Staff Meetings**
 - a. Actively engage/participate in group discussions and activities
 - b. Notify SI Staff of conflicts as soon as possible
- 6.) **Maintain contact with SI Staff** throughout the semester
 - a. Discuss observations from SI Sessions, including the creation and utilization of SI Session plans, collaborative learning techniques, and handouts
 - b. Promptly notify SI Staff about issues encountered or potential problems that need to be addressed

Additional/Logistical Responsibilities of SI Leader

- 1.) Complete all necessary personnel paperwork, and accurately submit all hours worked via the E-Timesheet system and the SI Leader Log, by the submission deadline(s) provided
- 2.) Attend SI Leader Training, typically scheduled prior to the start of classes
- 3.) Communicate scheduling needs and availability accurately before the semester begins, and relay any changes to SI Staff members in a timely manner
- 4.) Maintain confidentiality about matters such as class standards, student progress throughout the course, and/or student complaints
- 5.) Ensure that all surveys/evaluations are distributed to and collected from all enrolled students in assigned course section(s)
- 6.) Model appropriate professional attitudes and behaviors, and serve as a resource to staff, students, and other members of the USF community

Requirements/Qualifications

- Undergraduate student with an overall GPA of 3.0 or above (on a 4.0 scale)
- Grade of A- or above in the SI course, taken at USF
- Recommendation from a USF faculty member (must be completed by a faculty member from the subject area for which you are applying)
- Exhibited course content-competency (to be determined by academic transcript and the faculty/staff submitting the recommendation form)
- Effective interpersonal and communication skills (to be determined by the SI Staff throughout the application/interview processes)
- Relevant experience to position responsibilities (prior experience in academic support, tutoring, mentoring, etc. is preferred)

Time Commitment and Compensation

SI Leaders are hired on a one-semester basis, with the option to return in subsequent semesters based on program needs, availability, and satisfactory performance. SI Leaders work on the USF Hilltop Campus for a maximum of 12 hours/week at an hourly wage of \$17.00/hour (starting).

Supervisors

Rachel Brunson, Learning Center Assistant Director
Didem Ekici, Graduate Intern for Supplemental Instruction

Application Procedure

More information can be found at the Learning Center's Employment Opportunities webpage:
<https://myusf.usfca.edu/lwsc/lwcjobs>

Please contact SI@usfca.edu or 415-422-6713 with questions about this opportunity, including how to apply.

The mission of the Learning Center is to provide students and staff with opportunities to increase and enhance their academic skills and abilities through cultivating effective learning practices. We support investment in learning and studying and respect individual learning styles. We believe in creating an environment that is conducive to learning as well as serving as role models. With the goal of creating lifelong learners, we strive to support students' endeavors towards self-confidence and higher academic achievement and performance.