Position Description: Supplemental Instruction Graduate Assistant

Supplemental Instruction Graduate Internship

Learning Center

Division of Student Life

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.

The Supplemental Instruction (SI) Program is a national program that targets historically difficult academic subjects and provides regularly scheduled, out-of-class, peer facilitated sessions that assists students in understanding course content and developing academic skills. The SI Graduate Intern reports to the Assistant Director of the Learning Center. Activities of this position include but are not limited to:

Primary Activities
1. Assist in providing leadership in implementing an exemplary and comprehensive SI program.
2. Identify weaknesses or problems in the current SI program and make recommendations for their solution.
3. Serve as an assistant SI supervisor of the campus program: attend SI sessions as specified in the SI model.
4. Regularly meet with the SI leaders and discuss observations of the SI sessions.
5. Encourage and assist SI leaders in creation of SI session materials, lesson plans and worksheets.
6. Assist SI leaders in the planning of SI sessions and use of a wide variety of the identified learning strategies.
7. Facilitate training of SI leaders.
8. Reserve rooms on campus and set up session schedules.
9. Assist with timesheet approval and payroll of SI leaders.

Maintenance Activities
1. Ensure that beginning-of-term SI survey is distributed and analyzed.
2. Assist with marketing of the SI program through producing flyers with session times and places for distribution by SI leaders in individual classes.
3. Ensure that midterm SI feedback survey and end-of-term surveys are distributed and the results analyzed.
4. Assist with gathering and analyzing all data associated with the SI program (e.g., SI attendance, grades, surveys, handouts generated by the SI leaders).

Adapted from the Supervisor’s Guide to Supplemental Instruction, 2011
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5. Model appropriate professional attitudes and behaviors to staff, students and others on and off campus.
6. Maintain good working relationships with USF faculty that are associated with the SI program.

Leadership (LEAD)

Leadership involves both the individual role of a leader and the leadership process of individuals working together to envision, plan, and affect change in organizations and respond to broad-based constituencies and issues. This can include working with students, student affairs colleagues, faculty, and community members.

Organizational and Human Resources (OHR)

Student affairs professionals bring personal strengths and grow as managers through challenging themselves to build new skills in the selection, supervision, motivation, and formal evaluation of staff; resolution of conflict; management of the politics of the organizational discourse; and the effective application of strategies and techniques associated with financial resources, facilities management, fundraising, technology, crisis management, risk management and sustainable resources.

Student Learning and Development (SLD)

Addressing the concepts and principles of student development and learning theory. This includes the ability to apply theory to improve and inform student affairs and teaching practice.

Qualifications

Graduate student in USF's School of Education applicants are preferred. The position requires strong organizational and communication skills, a strong interest in education and adult learning theory, strong computer skills, and the ability to work with others. Ability to maintain professionalism under stress is a must. Prior tutoring and supervision experience is helpful.

Time Commitment and Compensation: A full year commitment is required. Must reapply at the end of the 1st year for a 2nd term. Intern will work M-F (some evenings and/or weekends required) at a rate of $20.00 per hour for up to 370 hours per semester. 25 hours per week for 2 weeks prior to the semester starting, 20 hours per week during the semester. Funding support for professional development, MUNI pass, or Dons Dollars in the amount of $350 will be provided by the host department. Please note all compensation is taxable.

Supervisor: Kimberly Harris, Assistant Director, Learning and Writing Center

Application Procedure: Please visit https://myusf.usfca.edu/student-life/graduate-internships for details on how to apply.
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USF is an Equal Opportunity/Affirmative Action Employer. We particularly encourage minority and women applicants to apply for all positions. The University provides reasonable accommodations to individuals with disabilities upon request.

Established as San Francisco’s first Institution of higher learning in 1855, the University of San Francisco presently serves over 9,000 students in arts and sciences, management, education, nursing, and law. The University is a private Catholic and Jesuit Institution and particularly welcomes candidates who desire to work in such an environment.