

## Supplemental Instruction Leader Position Description | Supplemental Instruction Program The Learning Center, Division of Student Life

In alignment with [the mission of The Learning Center](#) (LC), Supplemental Instruction (SI) is a learning enhancement program for undergraduate students, which consists of a series of weekly sessions for high-risk 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.

### Primary Responsibilities

1. Meet the **professional standards** of the program
  - a. Attend all class meetings of the assigned course section(s) and exhibit positive academic behaviors and engagement
  - b. Conduct two SI Sessions per week throughout the term using session strategies/ collaborative learning techniques to foster group collaboration
  - c. Spend up to two hours planning for each SI Session and submit a session plan using the template provided on Canvas, prior to each session held
  - d. Utilizing creativity and strategy, design and develop handouts/worksheets for sessions
  - e. Collect attendance data for every SI Session using the provided sign-in sheet template (all sign-in sheets are to be turned in to SI Staff)
  - f. Complete all necessary personnel paperwork, and accurately submit all hours worked via USFWorks and the SI Leader Log, by the submission deadlines provided
  - g. Attend and actively participate in SI Leader Training and bi-weekly staff meetings
  - h. Communicate scheduling needs and availability accurately before the semester begins, and relay any changes to SI Staff members in a timely manner
2. **Partner with students** in support of individualized student success
  - a. Ensure that all surveys/evaluations are distributed to and collected from all enrolled students in assigned course section(s)
  - b. Make announcements with motivating/encouraging language during each class meeting about pertinent SI Session information
3. Utilize effective **interpersonal communication** tools and strategies
  - a. Complete the SI Leader/Professor Mutual Expectations form in the first two weeks of the semester
  - b. Maintain communication with the assigned SI faculty member throughout the semester
  - c. Maintain contact with SI Staff throughout the semester
  - d. Discuss observations from SI sessions, including the creation and utilization of SI Session plans, collaborative learning techniques, and/or worksheets
  - e. Exhibit confidence when speaking about program-specific information and/or general information about the support provided by the Learning, Writing, and Speaking Centers
  - f. Promote the SI Program throughout the semester and provide updates to all students enrolled in assigned course section(s) frequently

4. **Serve as a resource** to all participants
  - a. Reinforce course content knowledge and offer helpful tips to integrate “how to learn” with “what to learn”
5. Demonstrate **problem-solving** abilities, promoting strategic and/or critical thinking from participants
  - a. Utilize the skills of wait-time, redirecting questions, and checking for understanding to guide students during sessions
  - b. Promptly notify SI Staff about issues encountered or potential problems that need to be addressed

#### **Requirements & Additional Expectations**

1. Full-time undergraduate students with an overall GPA of 3.0 or above (on a 4.0 scale)
2. Grade of A- or above in the SI course, taken at USF
3. Recommendation from a USF faculty member (must be completed by a faculty member from the subject area for which you are applying)
4. Demonstrate a commitment to teamwork/collaboration in addition to having the ability to work independently and to manage time effectively (balancing employment and academic demands)
5. Maintain confidentiality about matters such as class standards, student progress throughout a course, and/or student complaints
6. Model appropriate professional attitudes and behaviors, while actively working to increase personal cultural responsiveness/awareness.

*USF is a private Catholic and Jesuit Institution and particularly welcomes candidates who desire to work in such an environment. Jesuit tradition defines USF's approach to learning and our commitment to welcoming all students (<https://www.usfca.edu/about-usf/who-we-are/vision-mission>).*

#### **Preferred Qualifications**

- 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.)

#### **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 Hilltop Campus for a maximum of 12 hours/week at an hourly wage of \$19.75/hour. *PLEASE NOTE: (1) All compensation is taxable. (2) At this time, it is expected that this position will be a hybrid of in-person and virtual work hours each week. This is subject to change based on communications from the University of San Francisco leadership.*

#### **Supervisor(s)**

Learning Center Assistant Director | Lead 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 [lwsc@usfca.edu](mailto:lwsc@usfca.edu) or 415-422-6713 with questions about this opportunity, including how to apply.

*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.*

