

Supplemental Instruction Leader Position Description

Fall 2023 (8/21-12/12)

Position Title: Supplemental Instruction Leader

Description: Under the supervision of the Supplemental Instruction Program Coordinator, SI Leaders are trained in planning and facilitating collaborative and group learning in regularly scheduled study sessions (a.k.a., SI sessions) for UTC students who are enrolled in targeted courses. The SI sessions are preplanned, scheduled group meeting times in which SI Leaders help students in the SI session interact with the material in a more engaging way.

Minimum Qualifications:

- Enrolled as an undergraduate student in the semester hired as an SI Leader
- Sophomore, Junior, or Senior status (Second-semester Freshman considered with letter of recommendation from faculty member)
- 3.0 Cumulative GPA
- Taken the SI Course at UTC and earned an A
- Available to attend each SI Course lecture

Compensation: \$12.00 Per Hour

Time Commitment:

- 9-10 hours per week
 - 3 hours course lecture
 - 2 hours SI session including bi-weekly observations
 - 3 hours lesson plan and materials preparation in lab weekly
 - 1 hour staff meeting per week (Meetings will be biweekly starting in week 7)
 - 1.5 hours for faculty meetings per month
- One semester commitment (additional semesters based on evaluation, need, and budget)

Training:

- Training will be conducted over 3, 4-hour meetings and is paid. Training dates are TBD and are based on hired SI Leader schedules. Training will be held directly before the semester begins and may include the weekend of 8/19 and 8/20.
- Asynchronous online training requirements will be completed as needed.
 - *An SI Leader candidate's availability and flexibility will be a determining factor for an employment offer.

Responsibilities:

- Attend all SI sessions and course lectures, take notes, assist in lecture, and model appropriate academic attitudes and behaviors.
- Attend the SI Program lab to create a lesson plan for SI sessions and prepare all materials (links, worksheets, etc.) being used in the SI Session.
- Submit lesson plans and materials 1 day prior to scheduled SI Session, by 11:59pm, for approval and feedback.
- Wear your SI T-shirt while leading SI Sessions and maintain a professional demeanor during employment.
- Co-run SI Sessions with the Coordinator as needed throughout the semester.

- Submit accurate attendance through Navigate on the same day as the session, submit time sheets in Canvas biweekly, and complete other paperwork as needed.
- Attend weekly staff meetings for additional training and learning new SI strategies. Starting week 7, staff meetings will be held every other week.
- Hold an optional extra SI Session up to 4 times during the semester, based on a predetermined SI Session schedule.
- Meet with assigned faculty member for 1.5 hours maximum per month, at least 30 minutes minimum per month, as scheduled by SI Leader and faculty member (each meeting day/time and duration to be determined by SI Leader and faculty member).
- Maintain professional communication with the Coordinator, Supplemental Instruction Program Assistants (SIAs), and other Center for Academic Support and Advisement (CASA) staff, including attending staff meetings/training sessions, submitting attendance in Navigate, turning in required weekly submissions, contributing to program improvement efforts, responding to emails and GroupMe messages, and seeking advice when needed.
- Maintain professional communication with course instructor including periodic meetings to debrief SI sessions and address personal or student concerns.
- Act as a peer support for students and refer students to campus support services as needed including immediately reporting critical issues to the Coordinator.
- Have access to a reliable internet connection and familiarize yourself with the technology/resources in the SI classrooms and SI Program Coordinator's office.
- Complete program assessment surveys and administer them in SI sessions or course lectures as needed.
- Assist students in forming study groups that meet beyond the SI sessions.
- Check UTC email and SI Program GroupMe regularly (at least once a day) for ongoing announcements and guidance.

**Please note that this position will be held in-person for the Fall 2023 semester unless you are an SI Leader for an online course.*