

BCC/LC - Supplemental Instruction Leader Position Description

Supplemental Instruction (SI) Leaders facilitate student learning and help students better understand concepts or applications of course content. Each SI Leader is assigned one course that typically poses a challenge to students. The SI Leader attends each session and provides weekly small group sessions covering the course content. Leaders support students and assist them in gaining effective study skills and maximizing their potential for their academic success.

Qualifications

- Effective communication skills.
- Prior enrollment in the selected course with an earned grade of B+ or higher is highly desirable.
- Faculty recommendation (content competency is required).
- Capacity to work with students with diverse backgrounds.
- Commitment to work the time promised.
- Be able to attend a mandatory training prior to Fall/Spring semester.

Responsibilities

- Act in a professional manner, and be sensitive to and respectful of the student's needs.
- Be prepared and on time for each SI session.
- Keep all information on students you work with confidential.
- Follow all procedures and policies set by the Learning Commons.
- Attend all class meetings of the selected course, take accurate notes, and understand all the homework/reading assignments and projects.
- Facilitate two 60-minute small group study sessions per week throughout the semester.
- Provide additional SI sessions as necessary (e.g. prior to quizzes and exams).
- Actively promote SI sessions to generate student attendance.
- Meet with the course professor and Director of Tutoring and Academic Support periodically.
- Report immediately to the Director of Tutoring and Academic Support when critical issue(s) arise.
- Attend and participate in SI Leader group meetings as scheduled.
- Be familiar with campus resources available to students.
- Submit attendance sheets and timesheets weekly to the Learning Commons.
- Ensure accurate electronic records utilizing TutorTrac.

Time Commitment

- Attend training prior to Fall/Spring semester.
- Work 6 hours per week to attend class, prepare for and facilitate SI sessions.
- Attend and participate in SI Leader group meetings and trainings.

Compensation

- SI Leaders are paid hourly up to 6 hours per week plus training hours.
- SI Leaders are not permitted to receive any other compensation directly from the students they assist or from the course instructor(s).

For more information please contact C. Chad Argotsinger at x2640 or chad.argotsinger@bristolcc.edu