Peer Connections
San José State University
Assistant Supplemental Instruction Coordinator

The Assistant Supplemental Instruction Coordinator will develop and implement training programs to prepare SI leaders. The Assistant Supplemental Instruction Coordinator will aid in the supervision of a team of SI Leaders and will report to the Supplemental Instruction Coordinator. There will be opportunities to outreach to faculty and staff promote the SI program and work on special project as they are assigned to further enhance growth and development.

Qualifications:
- Must be a current San José State University student
- Knowledge of current distance technology techniques for efficient delivery of student’s academic support service
- Cumulative 3.0 GPA preferred
- Demonstrated experience with Supplemental Instruction or similar programs
- Demonstrated knowledge of student academic support tracking software (e.g. PeopleSoft, Canvas, or Gradesfirst)
- Experience developing and implementing students’ academic support programs in a major 4 yr. research university- preferred
- Skill in preparing comprehensive and in-depth analysis of complex, sensitive, and multi-faceted issues, particular under time constraints
- Knowledge of college and university students transition and student success
- Demonstrated experience with FERPA rules and regulations on confidentiality
- Graduate or Undergraduate student in education or counseling preferred

Assistant SI Coordinator Responsibilities:
- Assist the SI Coordinator on day to day activities including but not limited to administrative assignments
- Support SI leaders through weekly observations and feedback
- Assist SI coordinator with developing programs consistent with the SI model
- Support SI Leads in identifying practical models of development
- Assist in supervision of the SI Leads and Leaders and report back to SI Coordinator
- Work with SI leads and coordinate team building activities
- Follow up with SI leaders weekly including one on ones, organizing, planning and creating semester goals
- Attend all Peer Connections related meetings including but not limited to pro staff, all staff, and SI meetings

Commitment and Training:
This position is a two-semester commitment. The Assistant SI Coordinator must be available 15-20 hours/week. They will receive one hour of individual supervision on a weekly basis. The Assistant SI Coordinator will help create training and streamline processes that adhere to the SI model. They will also receive $17.00/hour.

Application Process:
Please submit a cover letter, resumé with references, and two letters of recommendation to: Joshua Kas-Osoka, Peer Connections, One Washington Square, San José, CA 95192-0198 or joshua.kas-osoka@sjsu.edu 408-924-2110.

Peer Connections services are provided without regard to race, color, religion, origin, gender, sexual orientation, marital status, age, and/or disability.