

SJSU Supplemental Instruction Leader Job Announcement



Peer Connections
Office of Student and Faculty Success

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SJSU Supplemental Instruction (SI) Leader Job Description

Unlike other academic assistance programs (such as tutoring) that are focused on students who may be struggling, SI is designed to help students pass historically difficult courses by focusing on the class itself. SI leaders facilitate workshops/study sessions outside of the regularly scheduled class time. These sessions are focused on active student involvement and incorporate both content and learning strategies. The study sessions are optional, but can be of great benefit to the students who chose to attend. Research has shown that students who study in groups learn 2.5 times faster than students who study alone provided that the group effectively focuses on the task at hand.

Qualifications:

For consideration, candidates must possess the following qualifications:

- Minimum grade point average of 2.75 or a 3.0 for 2 consecutive semesters prior to the hiring semester.
- Must be enrolled in at least 6 units as an undergraduate or at least 3 units as a graduate student.
- Strong organizational, interpersonal, and communication skills.
- Demonstrated above-average creative problem-solving, critical thinking, patience, & decision-making skills.
- Ability to work in a diverse, team-driven environment with a variety of students, faculty, and staff.
- Friendly, respectful, and professional demeanor with a positive attitude.
- Willingness to accept supervision and constructive feedback and to implement recommendations for improvement as directed.
- Must be making progress towards earning a degree.
- Must be available to attend Peer Connections training on weekdays January 14-18 and Jan 22, 9-5pm. Note that all HR paperwork must be completed prior to starting training.
- Must attend weekly training meetings on Fridays from 9:30-11:30am or 1:30-3:30pm for the first semester of employment, and designated meetings on Thursdays from 4:30-5:45pm.

(Any exceptions to the minimum eligibility qualifications can only be granted at the sole discretion of the university.)

Definition of Supplemental Instruction: Facilitating Course Engagement

SI stands for Supplemental Instruction. Unlike other academic assistance programs (such as tutoring) that are focused on students who may be struggling, SI is designed to help students pass historically difficult courses by focusing on the class itself. SI leaders facilitate workshops/study sessions outside of the regularly scheduled class time. These sessions are focused on active student involvement and incorporate both content and learning strategies. The study sessions are optional, but can be of great benefit to the students who chose to attend. Research has shown that students who study in groups learn 2.5 times faster than students who study alone provided that the group effectively focuses on the task at hand.

Role of the Peer Connections SI Leader

1. Encourages and engages students to develop their self-confidence, self-efficacy, and learning strategies to become independent learners.
2. Assists students to develop effective learning and study strategies for the particularly perplexing aspects of the course.
3. Supports students in identifying their areas of strength and challenges and then find approaches to overcome those challenges.
4. Provides students with supplemental assistance to existing course curriculum.
5. Encourages students to be accountable and responsible for their educational choices.
6. Acts as a liaison between the professor and the students.

SI Leader Responsibilities

1. Attends the designated lecture.
2. Facilitates at least two study sessions per week which focuses on the potentially challenging aspects of the course lectures.
3. May host additional review sessions before mid-terms and finals.
4. Uses effective SI Leader methods, strategies, and “best practices” as suggested in training.
5. Adheres to the written policies and procedures of Peer Connections, and is familiar with the Peer Connections staff and their respective responsibilities and services.
6. Completes and submits all administrative tasks **correctly and on time**, such as beginning of the semester surveys, end of semester evaluations, session lesson plans, session attendance records, and payroll records.
7. Works as a productive and collaborative member of the Peer Connections team and with the faculty of the assigned course.
8. Responds appropriately to constructive feedback and supervision from the supervisor.
9. Arrives to and finishes scheduled work sessions on time.
10. Follows the initial work schedule for the entire semester, unless otherwise approved by the supervisor.

11. Attends all scheduled staff and training meetings and participates by proposing initiatives, addressing concerns, supporting colleagues, clarifying questions, and engaging in discussions on current topics or scenarios.
12. Is familiar with Peer Connections policies, procedures, and forms, which include (but are not limited to) the Code of Ethics, sign in/sign out procedures, tutor requests, e-mail, use of name tags and name cards, Canvas and GradesFirst procedures, Professional Development Log, and payroll submissions.
13. Educates the SJSU community about Peer Connections by participating in outreach opportunities such as making faculty contacts and/or class announcements, distributing program materials, and working publicity events.
14. Discusses concerns or suggestions regarding the program with the supervisor.
15. Completes other assigned duties in compliance with the United Auto Workers (UAW) 4123 (Unit 11) contract.

Employment Information

- Students can apply for supplemental instruction leader positions regardless of work-study eligibility.
- Supplemental instruction leaders are employed on a semester basis and contracts are subject to renewal each semester.
- Supplemental instruction leaders are paid for their scheduled work, completing administrative work and attending staff meetings and training sessions.
- The Director determines the work schedule based on need, availability, and skill. SI Leaders typically work between 8 and 15 hours per week. Exceptions to the minimum number of hours are granted only by the Director.
- SI Leaders must earn a minimum SJSU GPA of 3.0 each semester. SI Leaders are encouraged to speak with their supervisor as soon as they notice they are having a difficult time managing their class(es), work, or personal life, rather than wait until the end of the semester. The professional staff are here to assist and support tutors, just as SI Leaders are here for students. Any SI Leader who does not maintain a semester 3.0 GPA is responsible for arranging a meeting with their supervisor as soon as they receive their grades to discuss their eligibility to continue with their employment.

Student staff members must meet a consistent GPA requirement to work at Peer Connections. SI Leaders will not be re-hired if they have two semesters with an SJSU GPA below 3.0 (whether these semesters are consecutive or not) or if their SJSU cumulative GPA falls below a 3.0. If a SI Leader is hired under the condition that their SJSU cumulative GPA was under 3.0, but they had two consecutive semesters above 3.0, that tutor must maintain a SJSU semester GPA above 3.0 or they will not be re-hired. If a SI Leader is not re-hired because of their GPA, they can re-apply once their **semester and cumulative** SJSU GPA are above 3.0. Exceptions can only be made in consultation with the Director.

Employment Privileges

- SI Leaders receive priority registration after they have been employed at Peer Connections for one semester and continue to work in the program for a second semester. Priority registration allows SI Leaders to enroll in their classes before the general student population, so they can arrange their class schedules in order to attend **mandatory** staff and training meetings.
- While employed at Peer Connections, SI Leaders who are paid via San José State University are eligible to receive reduced parking fees. Depending on your position's funding, you will either be eligible for a discount direct from Parking Services or a reimbursement on your next paycheck. Speak with the Administrative Coordinator for more information.

Compensation:

SI Leaders receive a salary of \$15-\$16.25/hour based on experience.

Application Process

Applications are available at: <http://peerconnections.sjsu.edu/employment/>

Applications are due October 31st at 11:59pm.

Questions about the SI Leader position or the application process should be directed to:

- Deanna Peck, Peer Connections Director
- 408-924-2181
- Deanna.Peck@sjsu.edu