Peer Connections
San José State University
Supplemental Instruction Graduate Assistant

The Supplemental Instruction Graduate Assistant will assist in developing and implementing training programs to prepare SI leaders, will aid in guiding a team of SI Leaders and will report to the Supplemental Instruction Coordinator, and will help create training and streamline processes that adhere to the SI model. There will be opportunities to outreach to faculty and staff, promote the SI program, and work on special projects as they are assigned to further enhance growth and development.

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 coaching 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 to assist with organizing, planning and creating semester goals
- Participates in Peer Connections meetings, student staff training, and outreach activities
- Aid in the collecting and arranging of data, developing source materials, and preparing reports to enhance the SI program

Qualifications:
- Must be a current San José State University graduate student
- Knowledge of current distance technology techniques for efficient delivery of student’s academic support service
- Demonstrated knowledge and experience with Supplemental Instruction or similar programs
- Ability to maintain confidentiality and appropriately handle sensitive communication with students, staff, and faculty
- Demonstrated knowledge of software applications and technology used at SJSU (e.g. PeopleSoft, Canvas, or Gradesfirst)
- Understanding and demonstration of supporting students within a diverse student population
- Clear and concise oral and written communication skills

Preferred Qualifications:
- Cumulative 3.0 GPA
- Experience developing and implementing students’ academic support programs in a university setting
- Knowledge of college and university students transition and student success

Commitment, Training, and Salary Range:
This position is a one or two semester commitment (2 semester preferred). The Graduate Assistant must be available to work approximately 12-20 hours/week, which will include receiving at least one hour of individual supervision on a weekly basis. The salary range is $2354-3325 (Full-Time monthly equivalent. Monthly pay will be based on appointment level. For example, a 0.20 appointment with FT Monthly base of $2000 would yield $400 per month gross). This position is a 0.3-0.5 position depending on the candidate’s availability.
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. First Screening Date: June 15, 2018. Applications will be accepted until position is filled.

Exceptions to the minimum qualifications may be granted at the sole discretion of the University.
All student positions are limited to a maximum of 20 hours/week.
Graduate Assistants as exempt employees will abide by workload requirements.

SJSU is an Equal Opportunity/Affirmative Action Employer committed to nondiscrimination on the bases of race, color, religion, national origin, sex, sexual orientation, gender status, marital status, pregnancy, age, disability, or covered veteran status consistent with applicable federal and state laws. This policy applies to all SJSU students, faculty, and staff as well as University programs and activities. Reasonable accommodations are made for applicants with disabilities who self-disclose.

The latest San José State University Safety 101 Uniform Campus Crime and Security Report is available. You may request a copy of San José State University’s annual safety report by contacting the University Police Department at (408) 924-2222 or by visiting the website at www.sjsu.edu/safetyreport.