

## **MVNU Student Employment Job Description**

**JOB TITLE: SI Leader**

**DEPARTMENT: Center for Student Success**

**REPORTS TO: Academic Resources Coordinator**

**PAY GRADE: Current student-worker pay rate**

**POSITION OVERVIEW:** Supplemental Instruction (SI) Leaders lead weekly group study sessions for designated courses. SI Leaders help improve student learning in specific courses by offering engaging sessions with interactive learning strategies. The SI Leader plans activities for each session and facilitates collaborative learning.

- **Requirements:**
  - 1 year of college education
  - 3.0 cumulative GPA in college credits
  - Completed and earned an A in courses which they support
  - Recommendation from course instructor
- **Necessary Applicant Skills:**
  - Dependability in following schedules and procedures
  - Engaging communication skills for a range of group sizes and personalities
  - Designing session plans with activities around key information within course topics
  - Ability to apply learning strategies to the learning process
- **Expectations for a Successful Applicant**
  - Exhibit sensitivity to and appreciation for diverse learning styles and experiences
  - Stay up to date on course objectives, content and schedule
  - Prioritize regular and positive communication with the course instructor and students
  - Model exemplary student behavior in personal and academic habits
  - Maintain confidentiality of students' personal and academic information
- **Responsibilities of an SI Leader**
  - Complete five hours of online training, attend a two-hour all-staff training at the start of the school year, and complete two hours of ongoing training for each semester of continued employment
  - Communicate with course instructor and students to determine SI details, at the start of course and throughout the course.
  - Plan and facilitate structured review sessions using groupwork to practice course content and study strategies utilizing beginning, middle and end of session activities
  - Communicate ideas, concerns, and questions with supervisor
  - Submit detailed report of each session in MVNU Connect.
- **Normal Working Hours and Days:** 2 hours/week required – one for the session and one for preparing the session. Additional hours at start of semester to set up the SI. The day and time for the weekly study session are determined at the start of the semester by the SI Leader after surveying the class. The hour of planning and preparation can be completed any time throughout the week prior to the session.

- **Attire on the Job:** University Dress Standard as listed in the Student Handbook