



Supplemental Instruction (SI) Leader Job Description

Responsibilities:

- Lead two SI sessions per week, one hour each, for the duration of the semester
- Attend all class meetings, take notes, do homework, and complete all assigned class material
- Advertise and make class announcements about the SI sessions
- Prepare a lesson plan for each session to ensure students' academic development
- Provide opportunities for meaningful and engaging activities to process course material and develop study strategies
- Attend orientation training each semester, as well as a training course and development sessions
- Assist with administrative duties and data collection (attendance sheets, student surveys, planning sheets, etc.)
- Role model successful student behavior

Qualifications:

- Have successfully completed the course for the position you are applying for (or a higher level course in that subject area) with a grade of A or B and must have a cumulative GPA of 3.0 or above
- Demonstrate competence in the subject matter, determined by course grade and faculty references
- Strong interpersonal skills, and ability to explain concepts to others
- Effectively communicate study strategies to ensure academic success
- Work comfortably with people from diverse backgrounds
- Possess good organizational skills and complete paperwork in a timely manner
- Exhibit patience and positive attitudes in establishing an encouraging learning environment

Training: Ongoing training will be provided; SI Leaders who meet training criteria and uphold program policies are eligible for certification

Schedule: Flexible schedule, although SI Leader must be able to regularly attend lecture for SI-linked course

Salary: \$8.85 per hour, with a raise for each level of certification earned

Applications: Applications are available at the front desk of the Wintrode Student Success Center. You can also find a copy of the application online at <https://www.sdstate.edu/UC/SI>

Return applications and refer questions to:

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