



## Supplemental Instruction Leader Position Description

**Position Title:** Supplemental Instruction Leader

**Description:** Under the supervision of the Supplemental Instruction Program Coordinator, SI Leaders are trained in planning and facilitating collaborative and group learning in regularly scheduled study sessions (a.k.a., SI sessions) for UTC students who are enrolled in targeted courses. The SI sessions are preplanned, scheduled group meeting times in which SI Leaders help students interact with the material in a more engaging way.

### Minimum Qualifications:

- Enrolled as an undergraduate student in the semester hired as an SI Leader
- Junior or Senior status (Sophomore considered with recommendation)
- 3.0 Cumulative GPA
- Taken the SI Course at UTC and earned an A
- Available to attend each SI Course lecture

**Compensation:** \$14.00 Per Hour

### Time Commitment:

- 9-10 hours per week
  - 3 hours course lecture
  - 2 hours SI session including bi-weekly observations.
  - 3 hours lesson plan and materials preparation in lab weekly
  - 1 hour staff meeting per week (Meetings will be biweekly after mid semester break)
  - 1.5 hours for faculty meetings per month
- One semester commitment (additional semesters based on evaluation, need, and budget)

### Training:

- Training will be conducted over 2 days and is paid. Training dates are TBD. Training will be held directly before the semester begins.
- Asynchronous online training requirements will be completed as needed.  
\*An SI Leader candidate's availability and flexibility will be a determining factor for an employment offer.

### Responsibilities:

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- Attend all SI sessions and course lectures, take notes, assist in lecture as needed, and model appropriate academic attitudes and behaviors.
- Attend the SI Program lab to create a lesson plan for SI sessions and prepare all materials (links, worksheets, etc.) being used in the SI Session.
- Submit lesson plans and materials 1 day prior to scheduled SI Session, by 11:59pm, for approval and feedback.
- Submit accurate attendance through Navigate on the same day as the session, submit time sheets in Canvas biweekly, and complete other paperwork as needed.
- Attend weekly staff meetings for additional training and learning new SI strategies. After mid-semester break, staff meetings will be held every other week.
- Hold an optional extra SI Session up to 4 times during the semester, based on a predetermined SI Session schedule.
- Meet with assigned faculty member for 1.5 hours maximum per month, at least 30 minutes minimum per month, as scheduled by SI Leader and faculty member (each meeting day/time and duration to be determined by SI Leader and faculty member).



- Maintain professional communication with the Coordinator, Supplemental Instruction Program Assistants (SIAs), and other Center for Academic Support and Advisement (CASA) staff, responding to emails and GroupMe messages, and seeking advice when needed.
- Maintain professional communication with course instructor including periodic meetings to debrief SI sessions and address personal or student concerns.
- Act as peer support for students and refer students to campus support services as needed including immediately reporting critical issues to the coordinator.
- Have access to a reliable internet connection and familiarize yourself with the technology/resources in the SI classrooms.
- Complete program assessment surveys and administer them in SI sessions or course lectures as needed.