

## **PEER LEARNING: Supplemental Instruction Graduate Assistant Position Description**

**Summary of Position:** The Supplemental Instruction graduate assistant in the Center for Academic Success works in concert with the Associate Director for Peer Learning and the Coordinator of Supplemental Instruction in the planning and implementation of a variety of events, training, evaluation, and activities relating to the operation of the expanding Supplemental Instruction program.

### **Position Duties:**

- Assist with the interviewing process for the selection of SI Leaders.
- Help coordinate the ongoing training activities for SI Leaders following guidelines outlined in the SI Manual.
- Conduct onsite observations and evaluations of SI Leaders.
- Assist with classroom and session visits to ensure quality SI Leadership.
- Maintaining SI Leader data in GradesFirst software each semester to track attendance.
- Assist the Associate Director and Coordinator of SI with administering, collecting and reporting CAS assessment data and information to the campus community.
- Assist the Coordinator for Supplemental Instruction on activities including presentations, scheduled events and ongoing programming.
- Maintain the SI schedule and communicate all updates.
- Other duties relating to the operation of the Center for Academic Success, including Peer Tutoring and Academic Coaching.

### **Students completing this assistantship will be able to:**

- Understand the concept and model of Supplemental Instruction and how it relates to the operation of a successful learning center.
- Understand the role of an Academic Support Center on campus, including its operations, marketing and programming.
- Provide quality feedback to SI Leaders on performance in a positive manner.
- Gain transferrable skills in the process of candidate selection, interviewing and hiring.
- Create and implement a quality training program in accordance with International SI Guidelines.
- Gain experience in assessing the effectiveness of a peer learning program
- Gain knowledge and use of a software system used by various institutions in their centers.

**Desired Skills and Qualifications:**

- Strong desire to learn and contribute to the successful operation of a peer learning program and an academic support center.
- Ability to work with a large variety of undergraduate students. Supplemental Instruction currently supports over 75 courses with more than 60 SI Leaders. This position allows you to work with high achieving SI Leaders as a trainer and mentor.
- Excellent verbal and written communication skills and strong presentation skills.
- Excellent customer service with strong attention to detail and organization.
- Ability to handle multiple projects at the same time.
- Proficiency with Microsoft Office and desire to become a competent user of SSC Campus.
- Ability to create presentations and train others via presentations.