Supplemental Instruction (SI) Leader Position Description

Description
A Supplemental Instruction (SI) Leader is an undergraduate student who provides peer academic support for an assigned course. SI Leaders will assist in student learning and retention at Iowa State University through facilitation of SI sessions that help students better understand concepts and applications of course content.

This position will require Leaders to dedicate approximately 9-12 hours per week for the academic semester, with some weeks requiring more hours for training and professional development.

Qualifications
For consideration, candidates must possess the following qualifications:

- Enrollment as an Iowa State University undergraduate student
- Minimum ISU cumulative GPA: 3.00/4.00
- Minimum semester GPA for the most recent academic semester completed: 3.00/4.00
- Grade of B+ or higher in course(s) you desire to lead
  *Please note: we do not provide SI Leaders with any training in specific content areas (ex: math), which is why this knowledge of course content is expected prior to application. Pass/Not Pass (P/NP) course grades will not be considered as qualification to SI for a course.*
- Self-motivation and direction to work independently with limited supervision
- Empathy for and understanding of a diverse group of students
- Ability to speak and present information to large audiences

Responsibilities
SI Leaders will:

- Attend all lectures with students to relearn course content, stay on pace with instruction, and build rapport
- Promote SI and motivate students to attend SI sessions through class announcements, board reminders, and electronic communication
- Creatively plan for SI sessions including preparing interactive activities, worksheets, and other resources that encourage peer-to-peer learning
- Facilitate three 50-minute SI sessions per week using collaborative and active learning strategies
• Participate in staff development activities and continuous leadership development opportunities including SI Leader orientation, SI Leader retreat, staff meetings, individual meetings with an SI Supervisor or Mentor, and observations of peer SI Leaders
• Complete administrative responsibilities including creating and submitting session plans, taking and submitting attendance, submitting wage reports, and maintaining website in a timely manner
• Develop relationships and maintain communication with students, SI supervisors, and course instructor(s) and facilitate relationship-building among students
• Assist students in becoming familiar with study skills and university resources
• Role model good student behavior and act in a professional manner

Program Delivery for Fall 2021
The SI program is tentatively planning to return to in-person delivery for the fall 2021 semester. All components of program delivery including staff onboarding and development, lecture attendance, and session facilitation will tentatively return to in-person format. Program delivery is subject to change in response to the ongoing COVID-19 pandemic.

Required Staff Training and Development
Leaders must be able to attend the following commitments during fall 2021
• **Asynchronous Orientation**
  o Leaders will complete around 6 hours of asynchronous online training using Canvas by Saturday, August 21st
• **New Leader Orientation**
  o Saturday, August 21st 3:00pm-6:00pm CT
  o Sunday, August 22nd 3:00pm-6:00pm CT
• **Returning Leader Orientation**
  o Sunday, August 22nd 3:00pm-6:00pm CT
• **All SI Staff Meetings**
  o Thursday, August 26th 6:10pm-8:00pm CT
  o Thursday, September 16th 6:10pm-7:40pm CT
  o Thursday, October 28th 6:10pm-7:40pm CT
  o Thursday, November 18th 6:10pm-7:40pm CT
  o Thursday, December 9th 6:10pm-7:40pm CT
• **Retreat**
  o Saturday, October 9th 9:00am – 1:00pm CT

Compensation
SI Leaders will earn $11.00 per hour for time spent attending class, preparing for sessions, and facilitating sessions. For most Leaders, this is nine hours per week, with the exception of weeks including staff development activities, in which Leaders are compensated accordingly.