

Department: **Tutorial Program/Learning and Academic Resource Center**

Working Title: **Supplemental Instruction (SI) Leader**

Classification: **Instructional Student Assistant**

Number of Openings: **40 to 50 new SI Leaders, based on department needs**

Pay Rate: **\$14.00/ hour based on experience/hour**

Appointment: **6 - 12 hours/week**

Expected Dates of Employment: **August 20, 2019 - May 21, 2020**

Deadline to Apply: **Within the first month of each semester**

Requisition #: **TC\_ISA\_1920\_2**

## **DUTIES OF THE POSITION**

The Supplemental Instruction (SI) Leader facilitates study groups attached to a parent course, usually in the sciences, business, or language departments. SI Leaders conduct two or more study sessions per week to review and reinforce instruction in the parent course. Duties include weekly observation of the parent course, collaboration with the instructor, planning and leading one-hour s mall group SI study sessions two days per week, and maintaining detailed records of activities and attendance for their sessions. Produces effective study materials and structured activities to engage students in learning the course content of the course they support. Attend pre-term SI Leader training sessions, bi-monthly SI coordination and training meetings, and reports to the Tutorial /SI Coordinator regularly.

## **MINIMUM QUALIFICATIONS**

The ability to learn and perform assigned work; work cooperatively with faculty, staff, and other students; and accept responsibility. Completion of specific coursework may be required in order to teach, grade, or tutor a course. Admission or registration as a University student. Note: Exceptions to the minimum eligibility qualifications may be granted at the sole discretion of the University.

## **HIRING CRITERIA**

The SI Leader must possess a thorough knowledge of appropriate course material. Have the ability to work with students from diverse cultural backgrounds and varying levels of skill development. Have the ability to design and present instructional activities that support mastery of key concepts of the parent course. Demonstrate ability to communicate effectively with students, faculty, and staff. Must be punctual and be able to work at least 6 hours per week.

Must be an undergraduate student at Sonoma State University, preferably of Junior or Senior status with a 2.8 overall GPA. SI Leaders are referred by the course instructor(s) or program's Department Chair. They must have completed the parent course previously with a grade of B or higher. Must have ability to relate well to others, be able to analyze errors, design effective learning strategies to address different processing styles, and be able to teach good study strategies. Previous small group tutoring experience preferred.

## HOW TO APPLY

Complete an Supplemental Instruction (SI) Leader Application and submit via email to the Tutorial/SI Program Coordinator at [orme@sonoma.edu](mailto:orme@sonoma.edu) or in person at the Learning and Academic Resource Center, 1103 Schulz. Provide a Faculty Recommendation form completed by at least one faculty member.

## HIRING NOTIFICATION

The hiring process includes referral from a faculty member in your discipline and brief interview with the Tutorial Program/Supplemental Instruction Coordinator. Review of applications and interviews typically are held at the beginning or end of each semester.

## SUPERVISOR

Cora Orme, Tutorial Program/Supplemental Instruction Coordinator, and Loriann Negri, LARC Director

## OTHER INFORMATION

- The classification, Instructional Student Assistant, is one of three classifications in a collective bargaining unit, Unit 11. Instructional Student Assistants, who must be currently enrolled University students, perform tutoring, grading, or teaching-related duties under the supervision of faculty or professional staff.
- Sonoma State University hires only individuals lawfully authorized to work in the United States. All offers of employment are contingent upon presentation of documents demonstrating the appointee's identity and eligibility to work, in accordance with the provisions of the Immigration Reform and Control Act.
- The university is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, or protected veteran status.
- This position is considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.
- Successful candidates may be required to do a background check (including a criminal records check) before work in the position can begin.



## SONOMA STATE UNIVERSITY

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