STUDENT EMPLOYMENT OPPORTUNITY
Student positions in Bargaining Unit 11

Working Title: Supplementary Instruction (SI) Leader for the 2017-18 Academic Year
Department: Tutorial Program
Classification: Instructional Student Assistant
Pay Rate: $13.00 per hour, based on experience
Hours per week: 6 to 12 hours/week
Expected start date: August 21, 2017

Deadline to apply: Within the first month of each semester
Requisition #: LC_ISA_1718

Description of Duties: The Supplementary 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 small 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 bi-monthly SI coordination and training meetings and reports to the Learning Center Director regularly.

Minimum Qualifications for this classification: The ability to learn and perform assigned work; work cooperatively with faculty, staff, and other students; and accept responsibility. Must be an undergraduate student at Sonoma State University, preferably of Junior or Senior status with at least a 3.0 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. NOTE: Exceptions to the minimum eligibility qualifications may be granted at the sole discretion of the University.

Hiring Criteria for this Job: 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.

How to apply:
• Complete an SI Leader Application at the Learning Center office located at 1040 Salazar Hall or online.
• Provide a Faculty Recommendation form completed by at least one faculty member.
• Submit to Dr. Leslie Shelton, 1040 Salazar Hall

How you will be notified of the hiring decision: The hiring process includes referral from a faculty member in your discipline and brief interview with the Director of the Learning Center/Academic Support Services. Review of applications and interviews typically are held at the beginning or end of each semester.

Supervisor for this position:
Leslie Shelton, Ph.D. Director, Academic Support Programs, 1041 Salazar Hall

NOTES:
1. The classification Teaching Associate is one of three classifications in a collective bargaining unit, Unit 11. The Teaching Associate classification provides currently enrolled or admitted University graduate students practical teaching experience in fields related to their advanced study. The Graduate Assistant classification provides currently enrolled or admitted University graduate students the opportunity to assist faculty or teaching staff by performing various professional and technical duties associated generally with the subjects or programs in which the Graduate Assistant is doing graduate work. 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.

2. 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.

3. Sonoma State University is an affirmative action/equal opportunity employer and has a strong commitment to the principle of diversity. We seek a broad spectrum of candidates including members of underrepresented groups. Individuals with disabling conditions who require accommodation during the recruitment process may contact the ADA Coordinator at 707/664-2227 or TDD (using the California Relay Service) at 877/735-2929.

4. 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.