

Supplemental Instruction (SI) Leader

Education & Qualifications:

Sophomore standing or higher at Methodist College and currently in good standing; 3.0 or above cumulative GPA; A grade of A or B in the selected course for SI; Prior enrollment with the faculty member who is to teach the selected course is preferred.

Experience:

Some experience in student leadership, good interpersonal and communication skills

Reports to:

Director of the Center for Student Success

Primary responsibilities

- Attend all class meetings of the selected course, take notes, and read all assigned materials including text(s) and supplemental readings
- Conduct one to three 50-minute study sessions per week throughout the term using strategies learned through the SI Leader training workshop
- Regularly meet with the SI Supervisor for debrief sessions
- Discuss observations of the SI sessions
- Discuss the planning of SI sessions and use of a wide variety of learning strategies
- Notify SI Supervisor about problems or potential problems
- Assist SI Supervisor in training other SI Leaders
- Behave in a professional manner at all times

Secondary Activities

- Provide extra SI sessions and/or marathon sessions as necessary (e.g., prior to examinations)
- Ascertain course requirements and maintain contact throughout the term with course faculty member or designated representative
- Meet with other campus SI Leaders and Supervisory Staff at scheduled meetings
- Other duties as assigned by the Director

Maintenance Activities

- Complete necessary personnel paperwork
- Attend SI Leader/CSS training workshop prior to the beginning of each term
- Work with the SI Supervisor to select appropriate times and scheduling of SI sessions
- Make periodic announcements about the availability of the SI sessions to the students

WORKING CONDITIONS AND PHYSICAL EFFORT:

- Work is normally performed in a typical interior-office work environment.
- No or very limited exposure to physical risk and no or very limited physical effort required.

