

Job Description: SI Leader

SI Leader Qualifications

1. Junior or Senior standing is preferred; second-term sophomore is the usual minimum.
2. An overall GPA of 3.0 or above is required.
3. A grade of 3.0 or above in the selected course is preferred; prior enrollment with the professor who is to teach the selected course is preferred.
4. Content-competency (to be determined by the selected course professor) is required.
5. Good interpersonal and communication skills (to be determined by SI supervisor) are required.

Primary Activities

1. Attend all class meetings of the selected course, take notes, do homework and read all assigned materials including text(s) and supplemental readings.
2. Conduct at least three to five 50-minute study sessions per week throughout the term using strategies learned through the SI leader training workshop.
3. Regularly meet with the SI supervisor for debrief sessions.
 - a. Discuss observations of the SI sessions.
 - b. Discuss the creation and use of SI session handouts.
 - c. Discuss the planning of SI sessions and use of a wide variety of learning strategies.
 - d. Notify the supervisor about problems or potential problems.
4. Assist SI supervisor in training other SI leaders.

Secondary Activities

1. Provide extra SI sessions and/or marathon sessions as necessary (e.g., prior to examinations).
2. Provide handouts for use during SI sessions.
3. Ascertain course requirements and maintain contact throughout the term with course professor or designated representative.
4. Meet with other campus SI leaders and supervisory staff at scheduled meetings.
5. Other duties as assigned by the Director.

Maintenance Activities

1. Complete necessary personnel paperwork.
2. Attend SI leader training workshop prior to the beginning of each term.
3. Work with the SI supervisor to select appropriate times and scheduling of the SI sessions.
4. Make Periodic announcements about the availability of the SI sessions to the students.
5. Ensure that initial SI survey, midterm SI Feedback Survey and End-of-Course surveys are distributed and assist with data analysis.
6. Collect attendance data for every SI session, including student names, course title, date and time of session.
7. Assist SI supervisor in the preparation of end-of-term reports, and other reports as requested.
8. Maintain a professional attitude about matters such as class standards, grades, and student complaints.
9. Model appropriate professional attitudes and behaviors to staff, students, and others.
10. Provide your SI supervisor with an up-to-date schedule of your SI sessions.
11. Notify your SI supervisor **in advance** if you cannot conduct an SI session as scheduled.
12. Maintain regular working hours.