Department: **Supplemental Instruction Program/Learning and Academic Resource Center**

Working Title: **Supplemental Instruction (SI) Leader/Learning Community Mentor (LCM)**

Classification: **Instructional Student Assistant**

Number of Openings: **20-30**

Pay Rate: **$16.50**/hour (Pay rate increases .50 per semester employed with the LARC)

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

Expected Dates of Employment: **August 18, 2023 through May 24, 2024**

Deadline to Apply: **1st Review: February 24, 2023; Deadline: April 14, 2023, and ongoing as needed**

Requisition #: **LARC_ISA_2324**

DUTIES OF THE POSITION

The Supplemental Instruction (SI) Leader/Learning Community Mentor (LCM) facilitates study groups attached to a parent course, usually in the sciences, business or language departments. SI Leaders/LCMs conduct weekly 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. SI Leaders/LCMs will also produce effective study materials and structured activities to engage students in learning the course content of the course they support. SI Leaders/LCMs duties may be conducted in-person and/or online, depending on campus needs.

SI Leaders/LCMs model professional and collegial attitudes and behavior towards staff, faculty, and students; demonstrate appropriate standards of behavior regarding privacy, grades, and assignment expectations; and strive to create an environment that is welcoming and inviting for all students, faculty, and staff. Position requires attendance at pre-term SI Leader/LCM training sessions, and weekly or bi-monthly training meetings and regular reporting to the Tutorial /SI Coordinator. Position typically begins with required training (which may be as early as one week prior to the first day of classes); employment through the academic year is expected for LCMs and encouraged for SI Leaders.

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, complete research, or tutor for 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/Learning Community Mentor 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; and demonstrate ability to communicate effectively with students, faculty and

staff. Must demonstrate ability to work independently and meet deadlines. 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 3.0 overall GPA. SI Leaders/LCMs 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. They must have the 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

Please apply by filling out the application materials found on the LARC Hiring Webpage at http://larc.sonoma.edu/working-in-larc

Interested applicants may also email the larcdeskw@sonoma.edu and request materials, or they may apply through Handshake.

HIRING NOTIFICATION

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

SUPERVISOR

Molly Mande, Tutorial and SI Program 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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