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
Appointment: 6-12 hours/week
Expected Dates of Employment: August 15, 2020 - May 23, 2021
Deadline to Apply: Any time during the academic year

Requisition #: TC_ISA_2021_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 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 pre-term SI Leader training sessions, and 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 student; 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
Faculty Affairs
Please apply through Handshake or by requesting an application from larcdeskw@sonoma.edu

A Faculty Recommendation form will also be required and must be 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/SI Program Coordinator. Review of applications and interviews typically are held at the beginning or end of each semester.

SUPERVISOR

Cora Orme, Tutorial/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
1801 East Cotati Avenue
Rohnert Park, CA 94928-3609