

NOW HIRING

Supplemental Instruction (SI) Leaders for FALL 2009

Are you a highly motivated, goal oriented, responsible, dedicated, student leader? Do you have good communication skills and experience helping other students by tutoring, teaching, or facilitating group sessions? If so, this may be an exciting opportunity for you... as well as a great resume builder.

⇒ **We project potential openings in the following areas:**

ECO 203

⇒ **Starting salary is \$8.25/hour, with a time commitment of 12 hours/week.**

Minimum Qualifications:

1. Must be a Junior, Senior, or Graduate Student.
2. Possess an overall GPA of 2.7 or above (on a 4.0 scale).
3. Must have received a minimum of an A- as a final grade in the course applying for, or a comparable course to be determined by SI Supervisor.
4. Demonstrate good interpersonal, communication, and organizational skills.
5. Ability to commit 12+ hours per week to the job and attend required meetings and training sessions.
6. A strong emphasis is placed on the ability to integrate cultural competency into the SI sessions.

Desired Qualifications:

1. Previous experience with tutoring, teaching, study session activities.
2. Involvement with on-campus organizations or activities.
3. Experience with the following: Microsoft Word, Excel, PowerPoint, e-mail, internet.
4. Experience in setting up and coordinating meetings or group sessions.
5. Creativity in creating handouts, presentations, learning activities.
6. Preferably taken the course applying for at Central Michigan University.

Job Duties and Responsibilities:

1. Assist in providing leadership in implementing an exemplary and comprehensive SI program.
2. Conduct a minimum of three, 50-minute peer assisted study sessions per week for assigned course.
3. Attend all lectures for the assigned class every week.
4. Take notes, do homework, and complete all reading and assignments for the assigned class.
5. Make weekly announcements to the class about when and where SI sessions will be held, as well as any topics to be covered during sessions.
6. Create and use handouts, worksheets, pre-tests, and other instructional tools during SI sessions.
7. Maintain and model appropriate professional attitude about matters such as class standards/ behavior, grades, and student complaints.
8. Exhibit appropriate professional attitudes towards students, faculty, staff, and SI Supervisors.
9. Attend regularly set meetings with the SI Supervisor and monthly meetings with the SI Leader group.
10. Develop a positive and effective working relationship with the professor/instructor/GA/TA who teaches the lecture section you are assigned to.
11. Assist with marketing and PR of the SI program through distribution of flyers, bookmarks, pamphlets, bulletin board displays, etc. with session times and places in class and throughout the campus.
12. Assist with the gathering and analysis of all data associated within the SI program (i.e. SI attendance, grades, surveys, handouts, etc.).
13. Work with the SI Supervisor in selecting appropriate times and scheduling of SI sessions.
14. Attend the mandatory SI Leader training workshop at the beginning of each semester.
15. MSS outreach activities and other duties as assigned by the SI Supervisor and SI Assistant Supervisors.

Application Information:

⇒ SI Leader employment applications are available at 121 Bovee University Center.

APPLICATION DEADLINE: Monday, November 30, 2009 by 4:00 p.m.