



## **JOB DESCRIPTION - SUPPLEMENTAL INSTRUCTION(SI) LEADER**

**Title:** Supplemental Instruction (SI) Leader

**Department:** Academic Success Center (ASC)

**Reports to:** Supplemental Instruction Coordinator

### **Job Summary**

The primary function of an Academic Success Center SI Leader is to provide academic enhancement to current undergraduate students at the University of Tennessee. SI Leaders present a professional yet pleasant demeanor, and continually work to reinforce knowledge of course content and study strategies. This includes mandatory attendance at SI trainings. As needed, SI Leaders assist with outreach, marketing, and special events.

### **Minimum requirements to be eligible to apply for the SI Leader position:**

- Be currently enrolled at UTK and in good judicial standing/professional standing w. VSC
- Meet the employment criteria of the University of Tennessee
- Earn a letter grade of B or higher in the course(s) they lead
- Have and retain a minimum GPA of 3.0
- Submit a Faculty Recommendation form
- Interview with VSC Staff
- Complete orientation and ongoing SI trainings
- Work 9-12 hours per week depending on needs for course
- Pass a conduct check
- Participate in all scheduled trainings and meetings

### **Breakdown of Hours**

- 3-4 hours sitting in class for your assigned section
- 2-3 hours hosting review sessions
- 2 hours of prep time for weekly sessions
- 1 hour for monthly staff meeting
- 1 hour of additional Professional Development
- 1-2 hours per week for office hours

- Pay is \$15/hour

## **Key Responsibilities of Supplemental Instruction Leaders**

### **Core job responsibilities**

- Record session attendance with QR code
- SI Leaders are assigned to a specific faculty/section(s) and plan and lead at least two 50–60-minute SI study sessions per week that integrate what to learn with how to learn.
- Facilitate a 2-hour exam review session before each exam
- Before each exam review, email SI Coordinator (or Vol Study Center) to request a space
- Attend all class meetings (except labs) of the selected course, take notes, and read all assigned materials including text(s) and supplemental readings
- Serve as a “model student” by being punctual, attending every class session, sitting in the front of the classroom, paying attention to class lectures, not leaving class early, and having a positive attitude toward subject matter and academic excellence
- Regularly solicit input from your faculty member with the creation of worksheets and handouts for students
- Prepare for SI sessions by reading required material, working problems when applicable, creating handouts, and organizing course material
- Maintain communication with the assigned SI Faculty Partner throughout the semester
- Promote the SI Program throughout the semester and provide updates to all students enrolled in assigned course section(s) frequently
- Hold 1-2 office hours per week (2 only if need is high)
- Manage a GroupMe where students can engage with each other and the SI Leader can post important announcements
- Notify the Supplemental Instruction Coordinator whenever you cannot hold your sessions on the designated days/times
- Assist in administering surveys to students when needed
- Assist in training new SI Leaders (Returners only)
- Provide support to new SI Leaders via the “Buddy” system (Returners only)
- Build rapport with all students in the class to encourage them to participate in the SI sessions

### **Professionalism**

- Interactions with faculty, staff and students must be respectful and appropriate
- Attire must be clean, appropriate for work environment, and lack profane or offensive materials
- Adhere to the times of your scheduled sessions and promptly notify the SI Coordinator and students enrolled in your course