Supplemental Instruction Leader Position Description
Valdosta State University
Astronomy, Biology, Chemistry, Economics, Engineering, Geography, Geology, History, Philosophy, Sociology

Position Description:

Supplemental Instruction Leaders (SI’s) attend introductory classes and conduct group study sessions in subjects in which the SI has attained a grade of B+ or better. The SI facilitates learning as a guide and coach to assist the student to become a successful, independent learner. The purpose of supplemental instruction is to increase and enhance mastery of concepts or applications of a specific course of study. SI’s integrate effective study and learning strategies to maximize the student’s potential for academic progress. As a member of the Student Success Center team, SI’s are expected to work with instructors and maintain ongoing communication with the Director and Assistant Director of the Student Success Center. SI’s are also expected to refer students to other appropriate college resources as needed. Supplemental Instruction is a supplement to teaching.

Responsibilities:

1. Attend all sessions of a 1000 or 2000 level section of a course in the SI leader’s subject area of expertise. Take notes in class and complete all class reading assignments. Conduct on average, three one-hour study group sessions per week per class section.

2. Maintain a set 10 hour weekly schedule of work between attending class, conducting study groups and maintaining office hours. These hours must be entered into the online scheduler.

3. Meet with the instructor(s) of the courses for which you are providing supplemental instruction to obtain permission to attend classes, discuss your role as an SI and obtain any information that will assist you to be an effective SI. Visit other classes in your subject area to let students know of your availability with study groups.

4. Attend workshops in order to obtain College Reading & Learning Association (CRLA) certification.

5. Keep regular and accurate records of study group sessions using the appropriate forms kept at the secretary’s desk.

6. Make appropriate referrals to other campus resources and inform the Student Success Center Director or Tutor Coordinator of any referral.

7. Complete bi-weekly timesheets accurately and turn them in to the secretary on a timely basis.
**Position Qualifications:**

A Supplemental Instructor must demonstrate an ability to quickly establish rapport and communicate well with students.

A Supplemental Instructor must have an overall GPA of 3.0 or higher.

A Supplemental Instructor must have completed the course(s) in which they wish to tutor earning a B+ or better. A grade of A is preferred.

A Supplemental Instructor must have 2 faculty recommendations for each subject area in which they wish to tutor (Modern and Classical languages requires passing two oral interviews). Recommendation forms are available in the SSC.

Excellent interpersonal communication skills and ease in relating to people from varying educational, cultural, and social backgrounds.

Excellent level of responsibility, reliability, and punctuality.

Appropriate and professional behavior at all times.

Current enrollment as a VSU student, taking 6 credits or more.

Complete both VSU student assistant and Student Success Center application forms.

Interview with the Director and Assistant Director of the Student Success Center or Tutor Coordinator.

Supplemental Instructors report to the Assistant Director of the Student Success Center.

Positions are generally available in the following courses – ASTR1000, BIOL1010 and/or BIOL1030, BIOL1107 and/or BIOL1108, CHEM1200, CHEM1151 and/or 1152, CHEM1211, GEOG1112, ECON1500, ENGR2500, GEOG1113, GEOL1121, HIST2111 or HIST2112, PHIL2020, SOCI1101