

Supplemental Instruction (SI) Leader Job Description

SI Leader Qualifications and Requirements

1. An overall GPA of 3.0 or above (on a 4.0 scale) and good academic standing
2. A grade of 3.0 or above (on a 4.0 scale) in the selected course (prior enrollment with the instructor who is teaching the selected course preferred)
3. Content competency (to be determined by the selected course instructor)
4. Good interpersonal and communication skills (to be determined by the SI Coordinator)
5. Evidence of excellence in responsibility, reliability and punctuality
6. Strong verbal and written communication skills
7. Appropriate and professional behavior at all times
8. Currently enrolled as a UAB student (undergraduate preferred)

Primary Responsibilities

1. Attend all class meetings of the selected course, take notes, and read all assigned material including textbook(s) and supplemental readings.
2. Conduct two to three 50 minute to 75 minute review sessions per week throughout the term.
3. Create worksheets based upon the class content to review during weekly review sessions.
4. Maintain accurate and current course specific webpage.
5. Upload weekly session attendance. Failure to report attendance is grounds for your paycheck being withheld.
6. Maintain regular contact with the VMASC office.
7. Check and respond to email promptly.
8. Maintain regular contact with course instructor.
9. Attend staff meetings and trainings as scheduled.
10. Provide extra SI sessions and/or exam review sessions as necessary.
11. Perform other duties as assigned by the SI Coordinator.

Maintenance Responsibilities

1. Attend SI leader orientation workshop prior to or at the beginning of each term.
2. Complete all necessary paperwork including worksheets, attendance, and time sheets.
3. Work with the SI Coordinator to schedule SI sessions.
4. Make regular announcements before course lecture to publicize SI sessions and activities.
5. Survey students at the end of term to assess student learning, session/leader strengths, and areas for improvement.
6. Model appropriate professional and student-centered attitudes and behaviors to staff, students and others.
7. Provide the SI Coordinator with an up-to-date schedule of SI sessions as well as any changes.
8. Notify the SI Coordinator in advance if unable to conduct an SI session as scheduled.
9. Uphold confidentiality and adhere to all policies at all times.
10. Submit timecard by specified deadline.

Pay: \$10/hour

Total hours are based on primary activities listed above and may vary week to week. Typically, SI leaders average 10 hours per week.

For more information about Supplemental Instruction, please contact Anna Davis at agdavis@uab.edu.