Job Description: SI Graduate Assistantship or Graduate SI position

# **Primary Duties and Responsibilities**

* Under the supervision of the Assistant Director, the SI Graduate Assistant (GA) provides regular program support for all SI leaders within high-risk courses.  HASC/SI GA’s will:
* Provide supervision for SI Center and office staff when necessary.
* Create staff development resources (e.g. PowerPoint presentations, select online resources) and facilitate weekly activities during SI mandatory training sessions.
* Attend all SI training sessions (Weekly meetings included).
* Disseminate email correspondence of policy and procedures to all SI leaders. Correspond directly with SI faculty/instructor or SI partners regarding SI services.
* Graduate Assistant knows and communicates course content, study skills, and prerequisite knowledge necessary for SI leaders to be successful in particular courses, and models these skills for students.
* Conduct both quantitative and qualitative ongoing (i.e. beginning, middle, and ending term) assessments/evaluations of services provided.
* Collect and track SI data from SIL’s weekly, input data, and work with SI Supervisor on data analysis.
* Responsible for weekly observations of all SI sessions and office hours and provide feedback to SI leaders.
* SI graduate assistants meet with the SI Coordinator (outside of training sessions) as necessary.
* Develop and facilitate departmental workshops (e.g. Time Management, Test Anxiety, etc.)
* Performs other duties and responsibilities as assigned.

# **Qualifications: Required Knowledge and Skills**

* Requires a minimum of an earned Baccalaureate degree and current enrollment in an NIU graduate program, which meets the requirements for a graduate assistantship appointment.
* Worked as an SI leader prior to graduate assistantship appointment is preferred.
* Educational training and/or experience in facilitating or tutoring is preferred.

# **Primary Activities for SIL**

* Attend all class meetings of the selected course, take notes, do homework, and read all assigned materials including text(s) and supplemental readings.
* Conduct study sessions (e.g. remote or in person) weekly throughout the term using strategies learned through the SI leader-training workshop.
* Tutor during regular scheduled office hours.
* Meet with the SI supervisor regularly for debrief sessions.
* Discuss observations of the SI sessions.
* Discuss the creation and use of SI session handouts.
* Discuss the planning of SI sessions and use of a wide variety of learning strategies.
* Notify supervisor about problems or potential problems.
* Track, collect, and give weekly attendance reports of SI participants.
* Assist SI supervisor in training other SI leaders.

# **Benefits to Becoming a GA/SI Leader**

* Confidence when communicating with others (e.g. clarity and effectiveness, exchanging ideas, etc.)
* Build listening skills (e.g. listening attentively and patiently, etc.)
* Build presentation skills (e.g. speaking in front of groups, etc.)
* Build self-confidence (e.g. communicating with faculty/supervisor, meeting new people)
* Team building skills (e.g. classroom management, conflict resolution, and respect for diversity)
* Build facilitation skills (e.g. assessing understanding, redirecting questions technique, promoting independence)
* Build/enhance study skills (e.g. problem solving, test preparation strategies, time management, name important concepts, concept maps, handouts, etc.)

# **Maintenance Activities for SIL**

* Complete necessary personnel paperwork.
* Attend SI leader training workshop prior to the beginning of each term.
* Work with the SI supervisor to select proper times and scheduling of SI sessions.
* Make periodic announcements about the availability of the SI sessions to the students.
* Ensure that initial SI survey, midterm SI Feedback Survey and End-of-Course surveys are distributed and help with data analysis.
* Collect attendance data for every SI session, including student names, course title, date, and time of session.
* Assist SI supervisor in the preparation of end-of-term reports and other reports as requested.
* Maintain a professional attitude about matters such as class standards, grades, and student complaints.
* Model professional attitudes and behaviors to staff, students, and others.
* Provide your SI supervisor with an up-to-date schedule of your SI sessions.
* Notify your SI supervisor in advance if you cannot conduct an SI session as scheduled.
* Maintain regular working hours.

**Supplemental Instruction Employment Application**

**Position Applying for:**

CHEM \_\_\_\_ MATH\_\_\_ ACCY\_\_ LTRE\_\_\_\_ PSYC\_\_\_\_ COMS\_\_\_\_ STAT \_\_\_ SPANISH\_\_\_\_\_ Music\_\_\_\_Engineering\_\_\_\_\_ Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name:** (please print)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last First MI

**Local Address**: Street Name & No.

City State Zip

**Phone Number** (\_\_\_\_\_\_) \_\_\_\_\_\_ - \_\_\_\_\_\_\_\_ **NIU Email: \_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Race/Ethnic Identity**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Classification**: Graduate Student \_\_\_\_\_

Major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Minor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ GPA: \_\_\_\_\_\_\_\_\_

**Please list the grades you received for the course taken at Northern Illinois University.**

Math108\_\_\_ Math109\_\_\_ Math110\_\_\_ Chem110\_\_\_ Chem210\_\_\_ Accy206\_\_\_ Accy207\_\_\_ LTRE100\_\_\_ Psyc102 \_\_\_ Coms100\_\_\_Music\_\_\_\_\_ Engineering\_\_\_\_\_ Other\_\_\_\_\_\_\_\_\_\_\_\_\_

**List any sequential courses and grades received that are relevant to position of interest (CLASSES MAY BE FROM OUTSIDE OF NIU)**

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Circle one: Work-study eligibility? Yes or No

Which option would you prefer to host your SI sessions? In person or Remote

Please check all that apply:

I have experience using the remote service delivery tools: A. Teams B. Blackboard Collaborate C. Tutor Matching System D. Zoom E. GroupMe D. Other

I have experience using: A. NIU FB pages B. NIU Instagram pages C. NIU Twitter D. GroupMe E. Other.

List earlier one-on-one & group tutoring (including virtual) experience: (list subject matter, dates, dept/employer)

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Extracurricular activities (include hobbies, clubs/organizations, part-time employment, etc.)

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What about this position really interest you?

What traits/skills do you have that would make you a great SI Leader?

What do you think would be most challenging about being an SI Leader?

What do you think are the differences between teaching, tutoring, and being an SI Leader?

List 3 study strategies that have helped you succeed in college:

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**Academic/professional references: (application will NOT be considered if section is left blank)**

# Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Personal reference:**

# Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I hereby attest that all the information shared in the application to be truthful and exact.**

Signature | Date

Other application requirements: 40-60 seconds video of yourself including introduction, why you want to become an SI Leader, and what makes you a great fit for the role. Please attach your video and a copy of your SPRING 2022 schedule in calendar view.

Please return all applications through email with the application saved as a word document and attach to this email: [NIUSI@niu.edu](mailto:NIUSI@niu.edu) any questions, call (815) 753-8586.

Updated 11/2021