Job Description: SI Leader

SI Leader Qualifications
1) Junior or senior standing is preferred; second-term sophomore is the usual minimum.
2) An overall GPA of 2.75 or above (on a 4.0 scale) is needed.
3) A grade of 3.0 or above in the selected course is preferred; prior enrollment with the professor who is to teach the selected course is preferred.
4) Content-competency (determined by the selected course professor) is needed.
5) Good interpersonal and communication skills (determined by the SI supervisor) are needed.

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

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

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

Position Applying for:
CHEM  _  MATH  _  ACCY  _  LTRE  _  PSYC  _  COMS  _  STAT  _

Name: (please print) __________________________________________________________

Last  ___________________________  First  ___________________________

Local Address: ______________________________________________________________

Street Name & No.  __________________________________________________________

State  ___________________________  City  ___________________________

Phone Number (_____ ) _____ - _______   NIU Email: __________________________

Race/Ethnic Identity: _____________________

Classification: Freshman  _  Sophomore  _  Junior  _  Senior  _  Graduate Student  _

Major: _____________________  Minor: _____________________  GPA: ___________

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

LTRE100___ Psyc102___ Coms100___

List any 3 sequential courses and grades received that are relevant to position of interest.

_________________________________________  ____________________________

Circle one: Work-study eligibility?  Yes or No

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

_________________________________________  ____________________________

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

_________________________________________  ____________________________

_________________________________________  ____________________________

_________________________________________  ____________________________
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:
____________________________________________
____________________________________________
____________________________________________

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 fall 2020 schedule in calendar view.

Please return all applications to the ACCESS department – Dr. Kimberly Johnson Stevenson South B-Tower, Lower Level or save as word document & attach to email: NIUSI@niu.edu any questions, call (815) 753-8586.

Updated 5/2020