SI JOB DESCRIPTION

Specific Responsibilities

Time Commitment 8-10 hours per week for entire semester employed
1. Attend all class sessions.
2. Spend at least one hour planning for each SI session held.
3. Conduct 3 one-hour SI sessions during the week (Monday-Friday) 4:30 p.m. or later.
4. Attend weekly trainings and/or meetings with the coordinator.

Responsibilities in Class
1. Take thorough notes of all lectures.
2. Advertise SI to your class regularly and motivate students to attend SI.
3. Communicate with the professor about SI sessions, as needed.
4. Administer mid-term and end-of-semester evaluations.

Responsibilities for Planning
1. Use planning forms to prepare organized, effective SI sessions.
2. Incorporate collaborative and active learning teaching methods.
3. Create study materials to aid students in learning course material.
4. Use the SI manual and website resources to increase the effectiveness of your SI sessions.

Responsibilities during SI Sessions
1. Take roll during each SI session.
2. Create a comfortable, respectful learning environment during SI sessions.
3. Ensure students actively participate in the learning process.
4. Teach study skills such as textbook reading, note taking, test preparation, and test taking skills.
5. Use a variety of teaching methods; implement ideas learned during SI training.

Responsibilities as an Employee of the SI Program
1. Attend all training meetings and actively participate.
2. Meet with and communicate regularly with your SI coordinator, including participating in observation and evaluation feedback meetings.
3. Submit rolls weekly to your SI coordinator.
4. Submit cards twice monthly.
5. Enter data for end-of-semester evaluations.
6. Adhere to all policies and procedures of the SI Program.

Professionalism
Professionalism is appropriate workplace behavior that promotes positive interactions among students, professors, other SI Leaders, and the SI Program staff. Your behavior has a direct effect on the reputation and success of the SI program.

Model appropriate classroom behavior.
• Dress in clean, modest, non-offensive “student casual” dress.
• Keep your cell phone off during sessions and class.
• Focus on students and avoid disruptions and interruptions.
Maintain appropriate relationships with students in the class.
• Do not date any student in your SI class during the time you are the course SI leader.
• Do not privately tutor any student in your SI class or run study groups other than your weekly SI sessions.

Build an atmosphere of belonging and caring in your sessions.
• Show respect for students by learning their names and getting to know them.
• Acknowledge student questions and responses, showing respect for their effort during sessions, regardless of their proficiency with the material.

Be dependable.
• If you have to miss or cancel a review session, make sure you follow the procedures in your Position Agreement to notify students and SI staff in advance.
• Keep scheduled appointments with your Coordinator or other SI staff.
• Attend all required training sessions.
• Be on time to training, your SI class, and your SI sessions