

Job Description - Writing 107 SI Leader

Introduction:

The Supplemental Instruction (SI) Leader for Writing 107 works closely with the Writing 107 faculty, the Multilingual Student Language Support Specialist, and the writing desk staff to deliver a complete and effective introduction to academic writing to the first-year, international students enrolled in Writing 107. The position involves some teaching and tutoring of a range of language skills, some coordinating and classroom management, and some counseling/advising.

The responsibilities of the 107 SI Leader include the following. The 107 SI Leader acts as liaison between the instructor, the students, support specialist, the Writing Desk, the Speaking Space, and the Academic Support Center. The 107 SI Leader attends all class meetings and assists with in-class writing activities and class discussions. In addition, the 107 SI Leader holds one hour-long group help session each week. In this help session, the 107 SI Leader helps the students by explaining assignments, coordinating further writing and speaking activities, facilitating peer-reviews, and providing one-on-one help. The 107 SI Leader also coordinates and monitors the attendance reports and session notes from the Writing Desk Tutors that have been assigned to meet weekly with the students. Finally, the 107 SI Leader meets as necessary with the professors and/or the support specialist to coordinate instruction and provide a coherent course experience for the students.

This is a highly coveted position, especially for those who are interested in writing, teaching, or working in a cross-cultural context. It is also an excellent opportunity for professional development because the individuals chosen will work with guidance in a supportive and coordinated context.

Qualifications:

- Strong motivation to teach multilingual students. Experience teaching or tutoring writing or English language is highly desirable. Candidates must be articulate, patient, compassionate, and attentive to student peers.
- Stellar verbal and written communication skills. Candidates must have a solid understanding of grammar and be knowledgeable and intuitive about discourse structure and language.
- A professional manner. The SI Leaders are employees of St. Olaf College and therefore are expected to serve its mission and reputation of quality education. They must be self-motivated, mature, and accountable, and they must meet the high expectations of the students, professors, Academic Support Center Staff, and deans.
- 107 SI Leaders must be available to attend all WRI 107 class meetings and the group help session for one of the three sections on the schedule for Fall 2017. Section A is a T-Th class, time TBD. Sections B and C meet MWF 10:45-11:40 and 11:50-12:45. The group help sessions will meet one evening per week TBD.
- Applicants may apply without having a need-based work award.

Hiring and training:

Hiring takes place early in Spring semester. Training begins in spring and summer, and includes a two-day training during Week One. Ongoing training occurs through participation in weekly staff meetings.

The time commitment required for this position is 6-8 hours per week during the fall semester (class, help session, staff meetings, prep time, and administrative work). It is hoped and expected that 107 SI Leaders will continue to work for the program each year, provided they meet all expectations, until they graduate from St. Olaf.