

Supplemental Instruction Leader (Various Subjects)

Center for Advising and Academic Support (CAAS)

The position will center on providing academic support and teaching study skills to students in a specific section of a course (determined by semester). Qualifications, duties, and responsibilities are listed below. Please email Nayeli Trujillo (lazaro2@stolaf.edu), with any questions.

SI is an internationally recognized program that is a peer-facilitated, collaborative learning process offered in some historically difficult courses. An SI Leader differs from a TA and tutor because they are required to attend lectures with their students, plan and execute weekly session plans (similar to “lesson planning”), and provide content support beyond homework help, etc.

Position Qualifications

- Must be a current St. Olaf student and able to work 10 hours a week during the semester
- Must be able to attend the SI Leader before the semester begins
- Strong academic background in the subject area (typically a B+ or higher in the course), and an interest in helping other students learn. Some departments may have additional course requirements
- Exhibit professional and personal qualities necessary for working with students, faculty, and College staff
- Familiarity with and an understanding of the needs of students with diverse backgrounds and identities; including first-generation college students, students with disabilities, students of varying racial, gender, ethnic, or cultural backgrounds and identities, etc.
- Good organizational, interpersonal, and communication skills
- Preference will be given to students with work study awards

Duties and Responsibilities

- Plan, prepare and conduct SI sessions in order to best fit the needs of the students
- Attend regular class sessions and thoroughly familiarize self with course material
- Complete administrative paperwork in a timely manner (time sheets, attendance tracking, etc.)
- Attend monthly staff meetings and meet with CAAS staff for professional development
- Welcome feedback from staff and students in order to respond to the needs of the class
- Encourage attendance and use of SI as a service to the student body
- Act as student liaison for the Center for Advising and Academic Support
- Positively interact with students in formal and informal academic settings
- Maintain student confidentiality

Benefits of Serving as an SI Leader

- Ability to review and master introductory subject skills (this is especially valuable for GRE, MCAT, etc.)
- Gain valuable teaching experience (this can set you apart when applying for graduate school, internships, employment, etc.)

- Gain strong leadership and mentorship experience
- Opportunity to meet and connect with new people
- Network with faculty members
- Meet your student work award; this position also qualifies for students not on student work as it is a specialized position.

Transferable Skills:

- Organizational Skills
- Facilitator Skills
- Communication Skills
- Collaborative Techniques
- Flexibility
- Time Management
- Creative Problem Solving