SSS 2023 Summer Bridge Program

STEM Supplemental Instruction Leader Job Description

SSS is seeking **SIX** qualified applicants for the position of **STEM Supplemental Instruction Leader (SI)** for its Summer Bridge Program. The position will center on providing support to students, faculty, and staff in the ID 150 course and in the residence hall. The STEM SI will serve as a Supplemental Instruction Leader, academic tutor for incoming first-year students, and assistant the SSS summer faculty and staff. Qualifications, duties, and responsibilities are listed below.

Position Qualifications:

- Experience with tutoring, preferably in the sciences and writing.
- Possess good organizational skills, solid academic background in Biology and/or Chemistry, and a willingness to help other students learn.
- Must exhibit professionalism and personal qualities necessary for working with students and staff during and after the Summer Bridge Program.
- Be sensitive to the needs of first generation college students, representing diverse ethnic/cultural backgrounds.
- Understand the mission and objectives of TRIO-SSS and the Summer Bridge Program.
- Approved to drive St. Olaf vans is **highly desirable.** If you are at least 18 years of age, you are *strongly encouraged* to become an approved driver. This is completed by passing a motor-vehicle background check and completing the SafeColleges Online Driving Course certification that must be renewed every two years.
- Background in Biology 150 and/or Chemistry 125 and 1 upper level science course completed with a "B" or better highly desirable. Otherwise, STEM-related courses are also preferred.
- Current St. Olaf students returning in Fall 2023 is desirable.
- **All applicants must be in good academic standing. A strong academic record is highly desirable.**

Duties and Responsibilities:

- Serve as a co-leader for Supplemental Instruction sessions with Writing TAs and Biology content area review.
- Serve as an academic role model for students in the Biology course by attending lectures, taking notes, and completing readings (but not exams).
- Provide individual and group tutoring for Biology.
- Complete appropriate records and documentation, including the creation of a Mock Exam alongside Writing TAs.
- Consult on a regular basis with the Biology instructor.
- Interact with students in an academic and residential setting.
- Attend all staff meetings.
- When possible, participate in recreational and social activities during Summer Bridge.
- Complete other duties as assigned.
- Reside in Residence Hall and enforce St. Olaf College policy.

The following materials are needed to complete your application:

1. Cover letter & Resume
2. Unofficial Transcript
3. Names & Contact Information of Three References (recommendation letters not needed)
4. SSS Summer Bridge Program Application

Application Deadline: Friday, March 3, 2023 at 5:00 pm

SSS 2023 Summer Bridge Program
Writing Teacher Assistant Job Description

SSS is seeking **SIX** qualified applicants for the summer position of **Writing Teacher Assistant (TA)** for its 2020 Summer Bridge Program. Writing TAs will support faculty and students in the WRIT 109 course. TAs will also reinforce STEM SIs by attending ID 150 lectures and co-leading Supplemental Instruction sessions. TAs will serve as academic tutors and assistants to the SSS Summer Bridge Program faculty and staff. Qualifications, duties, and responsibilities are listed below.

Position Qualifications:

- Experience with tutoring, preferably in writing and the sciences.
- Possess good organizational skills, solid academic background in academic writing, and a willingness to help other students learn.
- Must exhibit professionalism and personal qualities necessary for working with students and staff during and after the Summer Bridge Program.
- Be sensitive to the needs of first generation college students, representing diverse and ethnic/cultural backgrounds.
- Understand the mission and objectives of TRIO-SSS and the Summer Bridge Program.
- Approved to drive St. Olaf vans is **highly desirable.** If you are at least 18 years of age, you are *strongly encouraged* to become an approved driver. This is completed by passing a motor-vehicle background check and completing the SafeColleges Online Driving Course certification that must be renewed every two years.
- Current St. Olaf students returning in Fall 2023 desirable.
- **All applicants must be in good academic standing. A strong academic record is highly desirable.**

Duties & Responsibilities:

- Assist in the Writing 109 course by providing individual tutoring and providing feedback on course assignments.
- Consult on a regular basis with the Writing instructor.
- Attend Biology class and co-lead Supplemental Instruction sessions.
- Serve as an academic role model for students in the Biology and Writing courses by attending lectures, taking notes, and completing readings (but not exams). Contribute to the ID 150 Mock Exams alongside STEM SI staff.
- Interact with and supervise students in an academic and residential setting.
- Reside in Residence Hall and enforce St. Olaf College policy.
- Participate in recreational and social activities during Summer Bridge.
- Complete other duties as assigned.

The following materials are needed to complete your application:

1. Cover letter & Resume
2. Unofficial Transcript
3. Names & Contact Information of Three References (letters of recommendation are not required)
4. Completed SSS Application (with short writing sample)

Application Deadline: Friday, March 3, 2023 at 5:00 pm

SSS 2023 Summer Bridge Program
Program Assistant Job Description

SSS is seeking **TWO** qualified applicants for the summer position of **Program Assistant** for its 2020 Summer Bridge Program. The Program Assistant will assist in preparation and coordination of the SSS Summer Bridge program, including planning and administering recreational and program activities. Below are listed general qualifications, duties, and responsibilities.

Position Qualifications/ Duties and Responsibilities:

- Plan, lead and supervise recreational and program activities.
- Answer phones, organize files, make copies, and other office duties as assigned.
- Record student attendance in class and at Summer Bridge activities in the Student Access database. · Complete the St. Olaf Summer Bridge "book."
- Assist with move-in day, orientations, program needs, and move-out procedures.
- Reside in residence hall, complete desk duties and rounds, and enforce St. Olaf College policy. · Take attendance at class and workshops.
- Complete other ad hoc duties and responsibilities as assigned.
- Attend all staff meetings.
- Be familiar and sensitive to the needs of first generation college students, representing diverse ethnic/cultural backgrounds.
- Possess a high level of maturity, the ability to work on a team, and self-discipline.
- Exhibit professional and personal qualities necessary for working with students and staff. · Ability to multi-task and adapt to projects and responsibilities as necessary.
- Understand the mission and objectives of TRIO-SSS and the Summer Bridge Program. · Approved to drive St. Olaf vans is **REQUIRED by the start of Summer Bridge.** If you are at least 18 years of age, you are *strongly encouraged* to become an approved driver. This is completed by passing a motor-vehicle background check and completing/maintaining the SafeColleges Online Driving Course certification that must be renewed every two years.
- Current St. Olaf students returning in Fall 2023 desirable.
- **All applicants must be in good academic standing. A strong academic record is highly desirable.**

The following materials are needed to complete your application:

1. Cover letter & Resume
2. Unofficial Transcript
3. Names of Three References (letters of recommendation are not required)
4. Summer Bridge Program Application

Application Deadline: Friday, March 3, 2023 at 5:00 pm