

**REACH Graduate Assistant
Supplemental Instruction (SI)
2018-2019 Job Description**



Position Title: Graduate Student Assistant (GSA) for Supplemental Instruction (SI)

Title of Supervisor: REACH Associate Director for Academic Support Programs

PTE: 10 months, part-time, 20 hours/week: August 3, 2018 through May 31, 2019

The Supplemental Instruction (SI) Program is a national program that targets historically difficult academic courses and provides regularly scheduled, out-of-class, peer facilitated sessions that assists students in understanding the course content and developing academic skills.

Responsibilities and Tasks include, but not limited to:

1. Assist with the administration of the Supplemental Instruction (SI) Program
2. Assist with the recruitment, selection, training, and supervision of SI Leaders
3. Manage schedules for and administer electronic or paper & pencil evaluations of SI study group sessions
4. Supervise 2-6 Peer Supervisors per semester
5. Plan and direct periodic group meetings of all SI leaders and Peer Supervisors
6. Promote the SI program to the campus community through creation and distribution of flyers and emails
7. Assist with scheduling of rooms and media support
8. Assist with processing of SI Time Sheets
9. Assist in planning and implementing program activities
10. Collect, report, and evaluate data on student SI participation and success
11. Build/revise material for the REACH SI Blackboard Organizations
12. Compile the semester schedule of exams

Serve as a Student Success Seminar Presenter for students and Assist in the REACH-out Activities offered by REACH

1. Present seminar/workshops on academic success and other success topics
2. Advise students participants on a range of academic and campus issues, including assisting with the development of time management, goal setting, test taking, and other student success skills
3. Be able to answer questions about REACH Programs, Services, and Centers

Job Requirements/Qualifications:

- Positive attitude and sincere desire to provide academic support to students
- Excellent oral and written communication skills including attention to detail and accuracy

- Ability to relate to and effectively establish rapport with various types of people involved with the SI Program
- Professional demeanor, including appropriate attire for a leadership position with significant student contact, as well as maturity to function as a staff member in a university office
- Ability to accurately prepare and maintain records and reports
- Flexibility in scheduling of work hours
- Proficiency with MS Office applications (esp. Word, Excel, PowerPoint, and Outlook) experience with TutorTrac; basic knowledge of SPSS; and knowledge of survey formats
- Must have the ability to contribute and a willingness to help with miscellaneous office tasks
- Experience as tutor, SI Leader, or teacher preferred
- Must be able to work well with supervisors, co-workers, students, and the university community (Faculty & Staff)
- Full-time graduate student (9 hours minimum) for the entire academic year (fall and spring)
- 3.0 or higher cumulative GPA during undergraduate career
- Available to work from the beginning of August until the end of May