**Position:** Supplemental Instruction Leader

**Hiring Department:** Academic Skills Office, Gage Center

**Hiring Supervisor:** Julie Vang

**Job Description**

Supplemental Instruction (SI) Leaders facilitate student learning through informal, yet structured sessions. The goal of these sessions are to reinforce challenging course concepts through inquiry and discussion based learning. Sessions are typically scheduled weekly and take place outside of course time. The SI Leader works closely with the other course professor either through course attendance or weekly meetings.

**Required Skills**

* Great communication skills including the ability to listen and use guided questions to help facilitate student learning.
* Exceptional interpersonal skills including the ability to be patient and encouraging while still reinforcing course requirements.
* Proven reliability to plan for sessions, connect with students, attend scheduled sessions on time, and complete necessary paperwork in a timely manner as required
* Ability to work with students with varying learning needs and at different levels of understanding
* Comfortable working with students in a group setting

**Required Experience**

SI Leaders must be current Augsburg students with expertise in their course/subject area. SI Leaders must also receive a recommendation from the professor/department indicating knowledge base and ability to serve in this role. SI Leaders must complete training through the Academic Skills Office before starting.

**Application Process**

Students interested in applying must complete the following steps:

1. **Provide a recommendation from the professor in the course/subject area.** Professors may email [tutor@augsburg.edu](mailto:tutor@augsburg.edu) with a brief statement indicating support for your ability to tutor and indicating specific course(s). Or students can have professors sign the recommendation page (attached). Return the professor recommendation sheet to the Tutor Coordinator in 206 of the Library or the Gage Center wooden box*.* ***If the professor who taught that course is no longer at Augsburg, you may ask another professor in the department who knows you well and can attest to your abilities.***
2. **Send an email to** [**tutor@augsburg.**edu](mailto:tutor@augsburg.edu) expressing your interest in becoming a tutor. Please include **full name, course number/titles(s) that you are interested in tutoring, phone number, and recommending professor.**
3. Apply for the position entitled **“Student: Academic Enrichment Tutor/Supplemental Instructor (89479)”** online on “On-Campus Student Jobs.”

**Professor Recommendation**

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student ID Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Courses Student wishes to Tutor (ex. BIO 102) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

As a previous instructor of the course listed above (or as a faculty member from the same department as the course above), I recommend student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, as a peer tutor in the course(s). I believe this student possess the qualities of being a great tutor and is a role model for their peers.

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Faculty Signature Date

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Student Signature Date