VMASC SUPPLEMENTAL INSTRUCTION (SI) LEADER JOB DESCRIPTION

Qualifications & Requirements:
- An overall GPA of 3.0 or above (on a 4.0 scale) and good academic standing
- A grade of 3.0 or above (on a 4.0 scale) in the selected course (prior enrollment with the instructor who is teaching the selected course preferred)
- Content competency (to be determined by the selected course instructor)
- Good interpersonal and communication skills (to be determined by the SI Coordinator)
- Evidence of excellence in responsibility, reliability and punctuality
- Strong verbal and written communication skills
- Appropriate and professional behavior at all times
- Currently enrolled as a UAB student (undergraduate preferred)

Primary Responsibilities:
- Attend all class meetings of the selected course, take notes, and read all assigned material including textbook(s) and supplemental readings.
- Conduct two to three 50 minute to 75 minute review sessions per week throughout the term.
- Create worksheets based upon the class content to review during weekly review sessions.
- Maintain accurate and current course specific webpage.
- Upload weekly session attendance. Failure to report attendance is grounds for your paycheck being withheld.
- Maintain regular contact with the VMASC office.
- Check and respond to email promptly.
- Maintain regular contact with course instructor.
- Attend staff meetings and trainings as scheduled.
- Provide extra SI sessions and/or exam review sessions as necessary. 11. Perform other duties as assigned by the SI Coordinator.

Maintenance Responsibilities:
- Attend SI leader orientation workshop prior to or at the beginning of each term.
- Complete all necessary paperwork including worksheets, attendance, and time sheets.
- Work with the SI Coordinator to schedule SI sessions.
- Make regular announcements before course lecture to publicize SI sessions and activities.
- Survey students at the end of term to assess student learning, session/leader strengths, and areas for improvement.
- Model appropriate professional and student-centered attitudes and behaviors to staff, students and others.
- Provide the SI Coordinator with an up-to-date schedule of SI sessions as well as any changes.
- Notify the SI Coordinator in advance if unable to conduct an SI session as scheduled.
- Uphold confidentiality and adhere to all policies at all times.
- Submit timecard by specified deadline

Pay: $10/hour

Total hours are based on primary activities listed above and may vary week to week. Typically, SI leaders average 10 hours per week.