Position Description
Supplemental Instruction Leader
Collaborative Learning Group Leader
Center for Academic Success

Purpose: To engage students in specific course content through thoughtful discussion, practical engagement, and thorough questioning of subject material in small peer study groups. Supplemental Instruction and Collaborative Learning Groups are not intended for remedial purposes. Rather, SI/CLG is to enhance students’ understanding and depth of course content.

Overview of Center for Academic Success: In accordance with The College’s strategic goal to “address the needs of traditional and non-traditional learners,” the Center for Academic Success will engage students in successful learning strategies and practices that will support their academic goals.

Overview of SI/CLG Position:
To engage CSS students in learning strategies and practices that will enhance and support their academic goals, specifically through
- Small group facilitation
- Practice and development of skills in specific course content
- New and creative learning strategies

Courses offering Supplemental Instruction: CHM 1020, CHM 1035/BIO 1036
Courses offering Collaborative Learning Groups: Physics, Statistics

Wage: $8.00/hour

Time Commitment: 15 – 20 hours each week

Responsibilities:
Attend SI/CLG training sessions (TBD)
Attend class for the specific course
Foster a welcoming environment for students
Create materials to enhance and support student learning
Assist students in problem solving of difficult course content
Identify individual learning styles adjust group facilitation accordingly
Utilize resources to enhance learning and skill development
Assist with skill development and concept learning in specific content areas
Refer students to specific campus departments as needed
Model successful student strategies including time management and organization skills

Qualifications:
Mastery of content area
Excellent communication and interpersonal skills
Excellent organization skills
Ability to work with a diverse group of students and student needs
Ability to self-motivate and initiate
Creative thinking skills
Desire to assist students with skills and self-development

Application Requirements:
Successful completion of content area(s) (B+ or higher)
An unofficial transcript attached/submitted with application
Two (2) letters of support from faculty, preferably in department where CLG/SI course is housed
One (1) letter of support from a peer

Applications are due by April 4, 2008. Interviews will be scheduled once application is submitted. For more information or questions, please contact Melissa Watschke at mwatschk@css.edu or 218.723.6747.
# Application Page

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## Application Checklist:
- Unofficial transcript attached
- Two letters of Recommendation from faculty
- One Peer Recommendation (see attached)
- Set up interview with Melissa (mwatschk@css.edu or x6747)

Questions for Faculty/Peers to consider: Please present these questions to faculty/peers if they need assistance defining what to write in your letter of support:

1. In what capacity do you know the applicant?
2. Do you feel competent that the applicant will be able to work with another student who is having difficulty understanding a particular subject matter. Have they exhibited this in any of your classes?
3. What characteristics do you think the applicant possesses that will help them in being an effective tutor?

I verify that the above information is correct and hereby authorize CSS to contact my reference, verify financial need through the Financial Aid office, and verify transcript information through the Registrar’s Office.

Signature __________________________________________________________________ Date __________________________