

## **SUPPLEMENTAL INSTRUCTION (SI) POSITIONS**

**Biol 180A, Chem 199, Phyx 99 associated with the following Fall 2009/Spring 2010 classes:  
Biol 105, Bot 105, Chem 107, Chem 109/110, Phyx 106, Zool 110**

**POSITION:** Part-time position under the supervision of the Supplemental Instruction Coordinator.

**SALARY:** A minimum rate of \$10.25 per hour; rate is dependent upon experience. Approximately 4 - 5 hours per week.

**MINIMUM QUALIFICATIONS FOR THIS CLASSIFICATION:** Knowledge and Abilities: Instructional Student Assistants must possess the ability to learn and perform assigned work; work cooperatively with faculty, staff, and other students; and accept responsibility. Completion of specific coursework may be required in order to teach, grade or tutor a course. Special Qualifications: Admission or registration as an HSU student is required. On-Campus Work-Study Instructional Student Assistants must meet the eligibility requirements of the Federal Work-Study Program, as determined by the campus' financial aid office. Note: Exceptions to the minimum eligibility qualifications may be granted at the sole discretion of Humboldt State University.

### **MINIMUM QUALIFICATIONS FOR THIS POSITION:**

- Currently enrolled HSU student (at least 6 units for undergrad, 4.5 for grad students), sophomore or higher and be in good standing.
- Must have received an A or B and have recommendation of faculty for targeted class.
- Need strong communication skills and ability to work effectively with students of diverse backgrounds and learning needs.
- Must possess initiative, dependability, and an interest in assisting students.

**PREFERRED QUALIFICATIONS:** Preference will be given to current SI leaders and applicants with tutoring or teaching experience. Work-study eligible students strongly encouraged to apply.

**TYPICAL DUTIES FOR THIS CLASSIFICATION:** Under supervision, Instructional Student Assistants perform teaching, grading, or tutoring duties for the majority of work hours in a given appointment in a given academic department or equivalent administrative unit over the course of an academic term. Assignments are made by academic department or equivalent administrative unit by a specific supervisor. Instructional Student Assistants work part-time (up to 20 hours per week) during academic periods and may work full-time during academic break periods. Concurrent assignments in other Student Assistant classifications are permissible as long as the maximum hours are not exceeded.

### **DUTIES AND RESPONSIBILITIES FOR THIS POSITION:**

- Participate in mandatory, paid 3-hour training session Thursday or Friday, August 20 or 21, 2009
- Give short classroom presentations promoting SI, and work with assigned SI instructor
- Prepare for two 50-minute supplemental study sessions per week for the semester
- Create and conduct small group review activities, games, and practice quizzes
- Share the strategies you used to be successful in the course, and answer questions
- Help students develop their own learning and study strategies
- Maintain attendance, and submit attendance logs to supervisor for each student at end of semester
- Check emails regularly for messages from SI coordinator; keep contact with professor
- Meet with SI Coordinator bi-weekly for ongoing training, and once at end of term for evaluation
- Have a minimum of one observation by the SI coordinator per semester with follow up meeting
- Fill out an end-of-the-semester evaluation and personal reflection concerning the SI experience

**APPLICATION DEADLINE:** First review date June 5, 2009, open until filled.

**ANTICIPATED START DATE & NOTIFICATION:** August 20, 2009. Applicants will be called/ emailed on or before September 7, 2009.

**APPLICATION MATERIALS:** Submit current resume, the names of two references (at least one faculty member), permission to print unofficial transcript, a schedule of classes and available hours.

**CONTACT:** Donna Clark, Learning Center SI Coordinator; Learning Center - House 71/Little Apartments, (707) 826-5217, [donna.clark@humboldt.edu](mailto:donna.clark@humboldt.edu).

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