

SUPPLEMENTAL INSTRUCTION (SI) POSITIONS

for the following Spring 2009 classes:

Biol 105 (2), Bot 105 (2), Chem 107, Chem 109 (2 or more), Physics 106, Zool 110

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

SALARY: A minimum of \$10.25 per hour, depending on 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 may 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 4-hour training session Friday, January 16, 2009
- Give short classroom presentations promoting SI, or 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 CR or NC 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
- Have a minimum of one observation by the SI coordinator per semester
- Fill out an end of the semester evaluation concerning the SI experience

APPLICATION DEADLINE: January 7, 2008 or until position is filled.

ANTICIPATED START DATE & NOTIFICATION: Friday, January 16, 2009. Applicants will be called or emailed on or before February 2, 2008.

APPLICATION MATERIALS: Submit current resume, the names of two references (at least one faculty member), permission to print unofficial transcript, and a schedule of classes and available hours for Spring 2008.

CONTACT: Donna Clark, Learning Center SI Coordinator; Learning Center - House 71/Little Apartments, (707) 826-5217, dbc2@humboldt.edu.

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