

**Job Description: SI Leader**  
**Application Deadline: May 7, 2021**

**SI Leader Qualifications**

1. Junior or senior standing is preferred; second-term sophomore is the usual minimum.
2. An overall GPA of 3.0 or above (on a 4.0 scale) is required.
3. A grade of 3.0 or above (on a 4.0 scale) in the selected course is preferred; prior enrollment with the professor who is to teach the selected course is preferred.
4. Content-competency (recommendation by the selected course professor) is required.
5. Good interpersonal and communication skills (to be determined by the SI supervisor) are required.

**Primary Activities**

1. Attend all class meetings of the selected course, take notes, do homework and read all assigned materials including text(s) and supplemental readings.
2. Conduct at least three to five 50-minute study sessions per week throughout the term using strategies learned through the SI leader training workshop.
3. Regularly meet with the SI supervisor for debrief sessions.
  - a. Discuss observations of the SI sessions.
  - b. Discuss the creation and use of SI session handouts.
  - c. Discuss the planning of SI sessions and use of a wide variety of learning strategies.
  - d. Notify supervisor about problems or potential problems.
4. Assist SI supervisor in training other SI leaders.

**Secondary Activities**

1. Provide extra SI sessions and/or marathon sessions as necessary (e.g., prior to examinations).
2. Provide handouts for use during SI sessions.
3. Ascertain course requirements and maintain contact throughout the term with course professor or designated representative.
4. Meet with other campus SI leaders and supervisory staff at scheduled meetings.
5. Other duties as assigned by the Director.

**Maintenance Activities**

1. Complete necessary personnel paperwork.
2. Attend SI leader training workshop prior to the beginning of each term.
3. Work with the SI supervisor to select appropriate times and scheduling of SI sessions.
4. Make periodic announcements about the availability of the SI sessions to the students.
5. Collect attendance data for every SI session, including student names, course title, date and time of session.
6. Assist SI supervisor in the preparation of end-of-term reports and other reports as requested.
7. Maintain a professional attitude about matters such as class standards, grades, and student complaints.
8. Model appropriate professional attitudes and behaviors to staff, students and others.
9. Provide your SI supervisor with an up-to-date schedule of your SI sessions.
10. Notify your SI supervisor **in advance** if you cannot conduct an SI session as scheduled.
11. Maintain regular working hours.

All SI Leaders must participate in online SI training scheduled for August and attend Face-to-face SI Training scheduled the week before classes.

# SI Leader Employment Application

Dr. Nancy R. Wiggers  
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University, MS 38677  
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Phone: 662.915.1079

Name  
(PRINT): \_\_\_\_\_  
Last First MI

Local  
Address: \_\_\_\_\_  
Street City State Zip

Local Phone: \_\_\_\_\_ Other: \_\_\_\_\_ Student #: \_\_\_\_\_

Permanent  
Address: \_\_\_\_\_  
Street City State Zip

Major: \_\_\_\_\_ e-mail address: \_\_\_\_\_

Please respond to the following items concerning your desire to be a Supplemental Instruction (SI) Leader:

1. I am confident with my abilities in the following subjects and wish to be considered for the following positions:

2. If selected for this position, I will be able to attend the SI leader training? \_\_\_ yes \_\_\_ no

3. List the number of credit hours that you will attempt during the next semester: \_\_\_\_\_

4. Describe your anticipated involvement in clubs, organizations, part-time employment:

5. If you are an international student, what type is your visa? (example: F1) \_\_\_\_\_

6. Why are you interested in this position, and why do you feel that you will make a good SI Leader?

7. Describe three study strategies that have helped you perform well in your classes.

8. What advice would you give new students that would help them succeed in the course you listed in number 1?

## References

**Please list one academic reference and one additional reference (either academic or professional).**

1. \_\_\_\_\_  
Name Title & Organization

\_\_\_\_\_  
Address Phone number

2. \_\_\_\_\_  
Name Title & Organization

\_\_\_\_\_  
Address Phone number

I herby attest that all information contained in this application is truthful and accurate.

Signature

Date