

Supplemental Instruction and Tutor Training Program Assistant
Job Number: 369511

Wage: \$12.00

Days: Monday through Friday **Hours:** Business Hours

Hours a Week: 14-20

Start Date: TBD

General Position Description

The Academic Support Center is looking to hire a graduate student to support the coordination of Supplemental Instruction (SI) and Tutor Training Services at RIT. The person hired would report to the Coordinator of Supplemental Instruction and Tutor Training Services.

Major Responsibilities

- Assist with marketing and communication of initiatives to students, staff, and academic departments.
- Assist with planning SI Leader weekly training, review weekly session plans, and observe SI sessions to offer feedback for student staff.
- Assist with room reservation process for regularly scheduled SI sessions.
- Track routine data regarding SI and Tutor Training services, and assist with the compilation of information for mid quarter and end of quarter reports.
- Perform updates to the Supplemental Instruction and Tutor Training websites.
- Manage new pilot website for students seeking tutors.
- Additional responsibilities as assigned.

Although day to day responsibilities may involve a good amount of administrative work, there is potential for special projects or other opportunities for professional development.

Qualifications/Skills Required:

- We are looking to hire someone with strong interpersonal skills, a genuine commitment to their work, and the ability to work both independently and collaboratively.
- The ideal candidate would have the ability to handle multiple tasks and meet critical deadlines, while paying close attention to details.
- The ideal candidate would also have a demonstrated knowledge of MS operating systems, MS Word, Excel, and PowerPoint.

Qualifications/Skills Preferred:

- Previous leadership experience preferred. Experience as an SI Leader or Tutor a plus.
- Experience with database management, particularly MS Access a plus.

To Apply:

Send cover letter & resume to Wendy Gilmore (wendy.gilmore@rit.edu)