Supplemental Instruction Program Assistant

General Position Description
The Academic Support Center is looking to hire a graduate student to support the coordination of Supplemental Instruction (SI) at RIT. The selected candidate will report to the Coordinator of Supplemental Instruction. To apply, please review the application criteria below.

Major Responsibilities
- Assist with the planning and facilitation of weekly SI Leader training for up to 40 undergraduate students, review of up to 80 weekly study session plans, and observe/evaluate performance to offer constructive feedback and ongoing staff development in partnership with the SI Program Coordinator.
- Assist with marketing and communication of initiatives to current and potential SI Leaders, students, staff, and the leadership teams of partnering academic departments in person, in print and online.
- Facilitate room reservation process for up to 1200 SI study sessions each term in partnership with SI Program Coordinator, while posting details to an online database which feeds the program’s mobile device app and website.
- Monitor information and trends regarding SI support and assist with the compilation of information for mid and end of term outcomes reporting.
- Additional responsibilities as assigned.

Qualifications/Skills Required:
- Strong interpersonal skills, initiative, a genuine commitment to producing quality work, and 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, PowerPoint.

Qualifications/Skills Preferred:
- Previous experience as an SI Leader.
- Previous leadership experience.
- Demonstrated professional written and oral communication skills.
- Experience with program coordination and database management.

Compensation & Terms:
- 5-20 hours per week.
- Availability to start mid-August.
- Renewable each semester by mutual consent.

Application Criteria:
- To be considered for this position, applicants must email a cover letter and resume tailored to this position, along with the contact information of two professional references to wendy.gilmore@rit.edu.
- In addition, please respond to one of the following:
  - Write a brief (100-150 word) blog-style statement promoting the SI at RIT or the SI model in general.
  - Describe the unique differences between the role of an SI Leader as opposed to the equally important role of a Tutor or TA.