Center for Academic Success and Engagement
Supplemental Instruction Graduate Assistant Position Description

Hiring Details:

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<tr>
<th>Location</th>
<th>Center for Academic Success and Engagement</th>
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<td>Special Requirements</td>
<td>Requires some afternoon and evening responsibilities</td>
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**Summary of Position:** The Supplemental Instruction Graduate Assistant in the Center for Academic Success and Engagement works with Supplemental Instruction Program Manager in the planning and implementation of a variety of events, training, evaluation, and activities relating to the operation of the expanding Supplemental Instruction program.

**Position Duties:**
- Assist with the interviewing process for the selection of SI Leaders.
- Help coordinate the ongoing training activities for SI Leaders following guidelines outlined in the SI Manual.
- Conduct on site observations and evaluations of SI Leaders based on UMKC International Center for Supplemental Instruction standards.
- Oversee SI Mentor staff and coordinate biweekly check-ins
- Assist with on activities, including presentations, scheduled events, and ongoing programming.

**Students completing this assistantship will be able to:**
- Understand the concept and model of Supplemental Instruction and how it relates to the operation of a successful learning center.
- Provide quality feedback to SI Leaders on performance in a positive manner.
- Gain transferable skills in the process of candidate selection, interviewing and hiring.
- Create and implement a quality training program in accordance with International SI Guidelines.
- Gain experience in assessing the effectiveness of a peer learning program.
- Gain knowledge and use of software systems used by various institutions in their centers.

**Desired Skills and Qualifications:**
- Strong desire to learn and contribute to the successful operation of a peer learning program and the Success Center.
- Ability to work with a large variety of undergraduate students. Supplemental Instruction currently supports over 157 sections and has a staff of about 100 SI Leaders. This position allows you to work with high-achieving SI Leaders as a trainer and mentor.
• Excellent verbal and written communication skills and strong presentation skills.
• Excellent customer service with strong attention to detail and organization.
• Ability to handle multiple projects at the same time.
• Ability to create presentations and train others via presentations or videos.

Contact Information

If you are interested in this position, please contact the Supplemental Instruction Program Manager De’Janae Tookes at dejanae_tookes@baylor.edu.