



# Baylor University

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

### Hiring Details:

<b>Location</b>	<b>Center for Academic Success and Engagement</b>
<b>Terms</b>	<b>Part-Time, '42'j qwtuly ggm</b>
<b>Salary / Rate</b>	<b>\$35lj qwt</b>
<b>Special Requirements</b>	<b>Requires some afternoon and evening responsibilities</b>

**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.
- Co-Advise SI Mentor/Admin staff and coordinate biweekly check-ins
- Assist with 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 160 sections and has a staff of roughly 110 SI Leaders. This position allows you to work with high-achieving SI Leaders as a trainer and mentor.



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- 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, Noah Harvey (Noah\_Harvey2@baylor.edu).