Supplemental Instruction (SI) Peer Leader

Full or Part Time: Part-Time, Hourly
FLSA Status: Not Eligible for Overtime
Salary: $14.25/Hr (effective 7/1/19)
Supervising Position: Assistant Director of the Learning Center
Duration: Temporary
Union Representation: N/A

Cascadia College, co-located on a campus with the University of Washington Bothell approximately 18 miles northeast of Seattle, is seeking an innovative, collaborative and dynamic individual for the position of Supplemental Instruction Leader

The successful applicant will have the following qualifications:

Minimum Qualifications:
- Student must be taking at least 6 credits at Cascadia College or the University of Washington for the quarter they will serve as SI Leader
- Cumulative GPA of 3.0 for all college coursework
- Cumulative GPA of 3.0 in SI discipline coursework
- Completion of SI course with a 3.0 or above

Preferred Qualifications:
- Prior tutoring and/or teaching experience
- Prior leadership experience
- Prior enrollment with the instructor who will teach the SI course

Knowledge, Qualities, and Skills:
- Excellent understanding of concepts, theory, and practice in SI subject matter
- Excellent interpersonal skills and ability to communicate effectively and positively with students, instructors, and other college staff
- Ability to work independently and as a member of the SI team
- Ability to exercise sound judgment
- Ability to work effectively with a diverse student population

Primary Duties:
- Successfully complete mandatory two day SI Leader orientation and training
- Attend all class meetings for the selected course, take notes, review homework and assigned reading materials
- Conduct three separate one hour SI sessions per week utilizing the collaborative learning techniques and study group activities practiced during SI Leader training
- Create session plans for each SI session
- Create handouts or any other documents that will be used in the SI sessions
- Ascertain course requirements and maintain contact throughout the term with course instructor
- Regularly meet with supervisor(s) and/or Senior SI Leaders for debrief sessions to discuss:
  - Observations of the SI sessions
  - Creation and use of SI session handouts
  - The planning of SI sessions and use of a wide variety of learning strategies
  - Any problems or potential problems with SI sessions or SI Leader roles and responsibilities
- Make periodic announcements about the content and availability of the SI sessions to students
- Attend on-campus staff meetings
- Complete all required paperwork (attendance records, session plans, timesheets etc.)
• Submit all required paperwork to supervisor and/or Senior SI Leader in a timely manner
• Maintain a professional attitude about matters such as class standards, grades, and student complaints
• Model appropriate professional attitudes and behaviors to staff, students, and others
• Maintain regular working hours
• Other duties as assigned by the supervisor

Terms of Employment

All SI Leaders will be hired in consultation with the faculty member teaching the SI course.

Complete information about Cascadia Community College: www.cascadia.edu/employment.

Applicants must submit the following for a complete application:

• SI Leader application
• Current resume
• Unofficial college transcripts for the last two years
• 1 academic reference from a faculty member in SI subject area (letter from faculty member who will teach the course preferred)
• 1 additional professional reference (from a college level instructor, employer, etc.)

Applications submissions should be sent to lburke@cascadia.edu; please write in the subject line of the email “SI Leader Application”

Application materials become the property of Cascadia College.

Cascadia Community College is committed to creating and supporting a diverse faculty, staff and student population. Individual differences are celebrated in a pluralistic community of learners. Applicants are encouraged to apply without regard to disabilities, race, color, religion, sex/and or gender, sexual orientation, national origin, age, genetic information, marital or veteran status or the presence of a non-job related medical condition. Persons with disabilities needing assistance in the application process may call (425) 352-8880.