

CASCADIA COLLEGE

BOTHELL • OUR COMMUNITY'S COLLEGE

Guided Study Sessions (GSS) Leader

Full or Part Time: Part-Time, Hourly

FLSA Status: Not Eligible for Overtime

Duration: Temporary

Salary: \$16.20/hr

Supervising Position: Bock Learning Center Director

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 **Guided Study Sessions 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 GSS Leader
- Cumulative GPA of 3.0 for all college coursework
- Cumulative GPA of 3.0 in GSS discipline coursework
- Completion of GSS 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 GSS course

Knowledge, Qualities, and Skills:

- Excellent understanding of concepts, theory, and practice in GSS 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 GSS team
- Ability to exercise sound judgment
- Ability to work effectively with a diverse student population

Primary Duties:

- Successfully complete mandatory GSS 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 study sessions per week utilizing the collaborative learning techniques and study group activities practiced during training
- Create session plans for each study session
- Create handouts or any other documents that will be used in the study sessions
- Ascertain course requirements and maintain contact throughout the term with course instructor
- Regularly meet with supervisor(s) and/or Senior GSS leaders for debrief sessions to discuss:
 - Observations of the study sessions
 - Creation and use of study session handouts
 - The planning of sessions and use of a wide variety of learning strategies

- Any problems or potential problems with sessions or GSS leader roles and responsibilities
- Make periodic announcements about the content and availability of the study sessions to students
- Attend staff meetings
- Complete all required paperwork (attendance records, session plans, timesheets, etc.)
- Submit all required paperwork to supervisor 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 GSS leaders will be hired in consultation with the faculty member teaching the GSS course.

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

Applicants must submit the following for a complete application:

- **GSS leader application**
- **Current resume**
- **Unofficial college transcripts for the last two years**
- **1 academic reference** from a faculty member in GSS subject area
- **1 additional professional reference** (from a college level instructor, employer, etc.)

Applications submissions should be sent to Dr. Sarah Tsai at stsai@cascadia.edu; **please write “GSS Leader Application” in the subject line of the email.**

Application materials become the property of Cascadia College.

<p>Cascadia 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.</p>
