**Texas A&M University- Texarkana**

**Office of Student Success: Success Center**

**Job Title:** Supplemental Instruction Leader **Department:** Office of Student Success **Reports to:** Success Center Coordinator **Salary: $**1,728 stipend each semester, per class

**Hours:** None (stipend)

**DESCRIPTION:**

Supplemental Instruction embeds a tutor in a class with high numbers of at-risk students. The SI leader supports the class for a semester, including attending class, meeting regularly with faculty, and leading group & individual tutoring sessions outside of class.

**RESPONSIBILITIES:**

* Attend class to ensure mastery of course content, take notes, and know assigned material
* Schedule, plan activities for, and facilitate 2-3 study sessions each week outside of class
* Work with faculty in class and meet regularly with faculty outside of class to coordinate
* Setup test-prep sessions and other tutoring sessions as needed
* Manage referrals and work with individual students in the class as necessary
* Maintain accurate records of SI attendance
* Prepare handouts and end-of-semester evaluations for students
* Promote sessions and inform students of changes both in and out of class through email
* Attend and complete SI leader training as required
* Perform other duties as assigned

**MINIMUM REQUIREMENTS:**

* Must have and maintain 3.0 cumulative GPA or higher, as well as a 3.0 or higher in the subject you wish to support
* Must have taken the class and passed with a letter grade of “A”
* Must submit three letters of recommendation from faculty, at least one of which must be from a professor in the discipline you wish to tutor and one of which must be from the professor in the class you wish to SI

**Required Qualifications:**

Strong professional, organizational, and interpersonal skills; ability to communicate and work well with a diverse staff and other students

**Preferred Qualifications:**

Computer knowledge and the ability to learn new software quickly; Experience working with university scheduling and appointment software (Outlook, Eagle-connect); working knowledge of basic office equipment and machines;

Security sensitive position. Background check will be conducted.

*“This is a security-sensitive position.  The individual in this position is required to handle Protected Health Information (PHI) as defined by HIPAA regulations.  The individual is required to handle PHI in accordance with A&M System policy and is further required to complete HIPAA training as a condition of employment, within a reasonable timeframe after the individual’s employment, and on an as-needed basis thereafter.”*