Supplemental Instruction Leader Position Description

Starting Pay: $16.20 per hour

Primary Tasks

- Assist students during group tutoring hours at the Center for Student Success, based on course material in a particular course, using the UMKC Supplemental Instruction Model
- Attend the class of which sessions are being facilitated as an observer
- Take session notes after appointments
- Participate in pre-semester orientation and periodic trainings
- Complete INT 193 class in the Fall term
- SI Leaders work approximately 6-8 hours per week

Benefits of Working as an SI Leader

- Gain leadership and communication skills
- Gain connections and referrals on campus by working with faculty, staff and peers
- Improve your own leadership, facilitation and study skills
- Pay starts at $16.20 per hour

Position Requirements

- 3.0+ Current GPA
- Must be available to sit in on the class of which you are applying. Please check your personal schedule before applying for a particular course by looking it up on SUNY New Paltz's class schedule tool
- Must include one faculty reference from a previous instructor. We strongly recommend the referral come from the department of which you are applying.
    - Please forward this link to the faculty/staff of your choice. They will be asked to fill out a short form on your behalf that will take no longer than 5 minutes. A full letter of recommendation is **not** required.
- Must be available for **in-person** pre-semester training:
    - Saturday, August 23rd
    - Sunday, August 24th
- Must enroll in **one** section of the Tutor/Consultant Training Course, INT193, throughout the Fall semester.
    - Section I: Tuesday 3:30-4:45
    - Section II: Wednesday 11-12:15
    - *Please keep the class time open on your schedule. Information on how to enroll will be provided for students once hiring is complete.
- Must be able to hold consistent week-to-week consulting schedule at the Center for Student Success – each leader will be asked to work 6-8 hours per week.
- Position is open to ALL majors
- Preferred – Be available for at least two semesters

FAQ's

Do I need to attend the class of which I am applying?

Yes, you should check your schedule beforehand to assess your availability to attend the class of which you are applying. You only need to be available for one section of the course, if multiple are being offered. For example, if you are applying to be a Calculus I SI Leader, you will need to be available to sit in on at least one section of the Calculus I class. SI Leaders sit in the class as observers to take notes and make periodic announcements.

Can I apply for more than one position at the CSS?

Yes, you can apply for as many positions as you would like, as long as you qualify for each individually. Each position has a separate interview and selection process.

Who should I use as my reference?

You can choose any instructor, faculty or staff that can comment on your ability to communicate, work with others and have knowledge of the subject area of which you are applying. We strongly recommend a reference from the department of which you are applying.

What is INT 193? How do I enroll? What if I can't make it to this class every week?

INT 193 is a one-credit class offered each Fall. It covers tutor training, resources, and pedagogy. You can sign up for INT 193 like you would any other class. Since INT 193 is required for our tutor accreditation, students that are not able to take the course cannot be writing consultants or tutors for that year.

What will my day-to-day job look like?

SI Leaders usually work between 6 and 8 hours per week. SI Leaders are paid to sit in on the course of which they're applying as an observer, facilitate two sessions per week based on class material, utilize weekly prep time and attend trainings and meetings as needed.

How does the interview process work?

Students that are selected for an interview will be emailed using their SUNY New Paltz email address to request an interview. Selected students will then meet with the CSS Coordinator for a one-on-one interview either in person or over Zoom. After interviewing, students selected for positions will be notified by the end of the Spring term or in rare cases over the summer.

Is the pre-semester training mandatory?

Yes, students that are hired should plan on attending training in person. If you're not able to attend we recommend waiting until next semester to apply. Students with other on-campus positions should make sure that they are able to attend the entire training before applying.

I have a question that isn't covered here. Who should I contact?

Please email us at the CSS using css@newpaltz.edu.