

# Macalester College

## Student Employment Job Description

Employment Dates: Academic Year

<b>Department: Chemistry</b>	<b>Position Title: SI Leader</b>
<b>Supervisor: Rob Rossi</b>	<b>Position Classification: Preceptor</b>
<b>Telephone: 696-6224</b>	<b>Pay Grade: Tier III</b>
<b>Email: rossi@macalester.edu</b>	<b>Budget Number: 10-1120</b>

### ***Position Overview:***

SI Leaders are student alumni of a given course who liked the course, did well in it, and came to really understand the material. They have a knack for communicating, and really enjoy helping their fellow students. Their role is to help a new group of students understand the material in that course, by offering a combination of "what-to-learn" and "how-to-learn" sessions, preparing review sheets and practice problems, and more generally staying on top of what's going on in class and helping students understand what they are having the most trouble with. SI Leaders are expected to attend each class session and take good notes. A effective SI Leader gets to know the students in the class, making themselves available for questions. However, he or she doesn't just hand out all the answers, but rather (where appropriate) learns how to ask questions that help students figure out the answers to their questions *for themselves*. To help SI Leaders get to that point, we train them in effective pedagogy.

### **Qualifications and/or Special Skills Necessary to Perform the Duties of the Position:**

1. Must have completed the course you are applying to assist with, having obtained a B or better
2. Must thoroughly understand the subject matter of the course you are applying to assist with
3. Must have a strong desire to help your fellow students
4. Must be able to think on your feet, answering student questions and adjusting explanations and approaches in response to student confusion
5. The ability to effectively communicate with faculty, staff, and students is essential
6. Strong analytical skills, including the ability to understand where students are getting intellectually lost or having trouble understanding something, are highly desirable

### **Job Functions and/or Special Projects:**

1. Facilitate interactive, discussion-based learning sessions throughout the term (avoid lecturing)
2. Develop rapport with students to encourage exploration of questions
3. Attend all class meetings of the selected course, taking good notes, following along in homework assignments, and reviewing all assigned material, including text(s) and supplemental readings
4. Attend SI Leader training sessions held at the start of the term, as well as a few additional meetings during the semester

### **Skills Acquired or Developed on the Job:**

1. Teaching and tutoring skills
2. Communication and listening skills

**Scheduling:** Must regularly attend course. Learning sessions will be scheduled based on the preferences of the students, taking the SI Leader's availability into consideration. Once a session time is set and it is advertised, you will need to show up for it! Offering extra learning and/or review sessions before exams is highly encouraged, but can be scheduled at the SI Leader's discretion.