SCAA SUPPLEMENTAL INSTRUCTION LEADER POSITION DESCRIPTION

The mission of the Student Center for Academic Achievement (SCAA) is to provide CSUEB students with individual and collaborative learning opportunities within an inclusive environment fostering independent growth. The SCAA strives to cultivate adaptability, self-direction, and self-confidence through peer-to-peer support programs. SCAA services help students set achievable goals, develop academic skills, and improve subject comprehension. More about us

The heart of the SCAA's work is a dedicated staff of peer tutors, online tutors, Supplemental Instruction (SI) Leaders, Writing Associates (WAs), and Receptionists. The SCAA employs individuals who are interested in helping their peers engage in life-long learning; possess patience and good communication skills; are sensitive to diverse student needs; are reliable, committed, and accountable; are willing to creatively and collaboratively contribute to the advancement of the SCAA; and are interested in being a part of a community that is passionate about student success.

Supplemental Instruction (SI) Leader Responsibilities:
Commit to approximately 12 weekly hours for SI-related activities:
- Attend assigned course sections to promote SI, model positive in-class behavior
- Review materials, and occasionally liaise between faculty and students
- Maintain consistent weekly communication with the SI Coordinator and faculty for guidance and to review lecture content and access resources
- Create and submit timely, interactive lesson plans containing discussion topics, guided practice activities, and newly produced materials
- Facilitate one 60-75 minute group study session following every scheduled course section lecture meeting through every term
- Report session attendance following every session through The Bay Advisor
- Attend monthly SCAA/SI training meetings
- Complete additional duties as assigned

Minimum Qualifications*:
Applicants must...
- be a currently matriculated CSUEB student with sophomore or higher class standing enrolled in a minimum of six undergraduate/four graduate term units
- have earned and maintain as a condition of employment a minimum 3.0 GPA
- have completed the courses they will support at CSUEB with minimum B grades
- receive a written recommendation from CSUEB faculty in supported subject(s)
- maintain regular availability each term to work a maximum of 20 hours/week
- possess strong content knowledge of the subject they applied to support (SI Leaders will be trained on collaborative learning techniques)

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- have an ability to interact effectively with diverse populations in individual or group settings
- submit a complete application (more details under “Application Procedures”)

*Exceptions to minimum eligibility requirements granted at the discretion of the University.

**Additional SCAA Community Expectations:**

- Engage in a continuous training process, including, but not limited to:
  - SCAA Orientation (pre-semester; all student employees)
  - SI Orientation (pre-semester)
  - Monthly Training Meetings on Fridays (all student employees)
  - Regular check-ins with the SI Coordinator

**Compensation and Benefits:**

- SI Leaders are paid $17.25 an hour (starting wages) for all activities outlined in the “Supplemental Instruction (SI) Leader Responsibilities” section
- SI Leaders who complete all their SCAA training requirements receive a credential from the [College Reading & Learning Association (CRLA) International Tutor Training Program Certification (ITTPC)]
- SI Leaders are a part of the SCAA Learning Community, a group of passionate staff and peer educators, which typically includes several SCAA social activities
- SI Leaders develop transferable professional skills, including communication, time management, organization, and problem-solving

**Application Procedures:**

Please visit the SCAA’s [Work With Us](#) webpage for more information and the link to the online application. Applications are accepted on a rolling basis; position open until filled.

*Please note: Applicants are only contacted if selected for an interview. Selected candidates receive conditional employment offers and submit to background checks as part of recruitment.*

Once you apply online, you will receive a confirmation email which includes the link to the faculty recommendation form (required to complete your applicant file).

Please direct questions to the SI Coordinator, Matthew Tener, at [matthew.tener@csueastbay.edu](mailto:matthew.tener@csueastbay.edu).

*As an Equal Opportunity Employer, Cal State East Bay does not discriminate on the basis of any protected categories: age, ancestry, citizenship, color, disability, gender, immigration status, marital status, national origin, race, religion, sexual orientation, or veteran's status. The University is committed to the principles of diversity in employment and to creating a stimulating learning environment for its diverse student body.*

Updated 05.09.2023