

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 leaders. 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
- Regularly attend assigned supported course sections to promote the SI program, model effective learning and notation methods, and occasionally liaise between partner faculty and peer students
- Maintain consistent communication with the SI Coordinator and partner faculty every semester for guidance, access to materials/resources, and to determine challenging content for review
- Produce timely, interactive lesson plans including interactive group discussion, cooperative practice activities, and original presentation materials/resources for group study sessions
- Facilitate bi-weekly, 75-minute group study and test preparation sessions for students enrolled in assigned supported course sections and submit timely attendance reports
- Participate in SI Leader orientation and twice monthly peer leader trainings
- Complete additional duties as assigned

Minimum Qualifications*:

Applicants must...

- Enroll in a minimum of either six undergraduate or four graduate semester units at Cal State East Bay (Continuing Education units do not apply)
- Continuously maintain a minimum 3.0 cumulative GPA from Cal State East Bay and as a condition of continued employment as peer leaders
- Receive nominations and recommendations from relevant subject area faculty at Cal State East Bay in support of their SCAA applications
- Previously earn minimum B final grades within targeted SI-supported courses to qualify to provide academic support within the SCAA

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- Reserve a minimum of 12 regular weekly hours for SI-related responsibilities including bi-weekly SCAA/SI Leader training sessions
- Demonstrate subject area knowledge and the ability to interact productively with Cal State East Bay's diverse student population
- Submit a completed application (view "Application Procedures" for details)

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

Additional SCAA Learning Community Expectations:

- Engage in a continuous training process, including, but not limited to:
 - Pre-Semester SCAA Learning Community Meeting/Orientation (all student employees)
 - SI Orientation (pre-semester)
 - Bi-weekly training sessions (all SI Leaders)
 - Mid-Semester SCAA Learning Community Meeting (all student employees)
 - Regular check-ins with SCAA Coordinator and partner faculty member(s)

Compensation and Benefits:

- SI Leaders are compensated at a rate of \$17.25 /hour
- SI Leaders are paid 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 Matthew Tener, SI Coordinator, at 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.