



Academic Success and Access Programs Supplemental Instruction (SI) Leader Job Description

Responsibilities Include:

- Work with students on a one-on-one basis or in small groups, ask open ended questions to generate thoughts related to course content to help the student/s understand the material, grow into self-directed learners and assist with study strategies.
- Arrive promptly for tutoring session or shift.
- Maintain a professional and welcoming demeanor at all times.
- Respect students' rights and confidentiality.
- Wear nametag and report on time.
- Ensure tutee has signed in and out.
- Manage appointments responsibly; if you need to be absent be sure to arrange another appointment with tutee.
- Complete tutor evaluation five minutes prior to end of tutoring session.
- Explain tutee evaluation form and ask the tutee to complete it.
- Serve as a positive role model by displaying responsibility and maturity.
- Correctly fill in your sign-in sheet and complete your online time card in webadvisor (every two weeks).
- Tutors must attend a paid Tutor Training - which provides the knowledge and practical skills necessary to become a successful tutor.

Qualifications:

- Applicants must have evidence of success within the course/s they wish to tutor (maintaining a GPA of 3.0 (B/80, in the course). Under special circumstances a GPA of less than 3.0 in the course will be accepted with a recommendation from the professor.
- Tutors will utilize interpersonal skills which include patience, strong verbal and organizational skills, communication skills, critical thinking, and the ability to work with students from varied backgrounds and a variety of skill levels.

Rewards:

- Opportunity to gain leadership experience and gain deeper understanding of tutor content area
- Opportunity to develop specific skills with facilitating group based learning
- Assist fellow FLCC peers with understanding course content and build confidence to succeed
- Develop relationships with faculty members, tutor coordinators, and peers