Job Posting - Position: Supplemental Instruction Leader

Application Deadline: April 10, 2017 (4:00 PM)
Organization: University of Manitoba
Division: Academic Learning Centre
Job Contact: Tim Podolsky
Contact Title: Supplemental Instruction Coordinator
Phone: (204) 474-6810
Website: http://umanitoba.ca/student/academiclearning/services/supplemental_instruction.html
Email: supplemental_instruction@umanitoba.ca
Address: 201 Tier Building, Winnipeg, Manitoba, R3T 2N2, Canada

Job Posting Information

Term Posted: 2017-2018
Hours Per Week: 7-8 hours
Job Title: Supplemental Instruction Leader
Job Location: Academic Learning Centre

Job Description:

The Supplemental Instruction program involves regularly scheduled peer-facilitated study sessions for specific courses that provide students with opportunities to compare notes, discuss course materials, and prepare for exams. Supplemental Instruction sessions are led by qualified students who have previously taken the targeted course and who re-attend all lectures throughout the term. Supplemental Instruction leaders focus on facilitating collaborative learning techniques while modeling course specific study strategies. Their job is to plan and facilitate group study sessions that focus on the most difficult content, while introducing successful study strategies and modeling appropriate student behaviors to their peers. We are currently looking for SI leaders to work for the 2017-2018 academic year in the following courses: CHEM 1300, CHEM 1310, CHEM 2210, CHEM 2220.

Job Requirements:

• Minimum 3.0 GPA
• Mark of 3.5 or above in the course
• Completion of 10 credit hours of undergraduate experience is preferred
• Some leadership experience is preferred (tutoring, mentoring, or coaching)
• Good interpersonal and communication skills (e.g. patience, listening skills, ability to work with groups)

Job Duties:

• Engage in 16 hours of training (August 30, August 31, and October 21)
• Attend the designated course on a regular basis, take notes, and read all assigned materials
• Organize and plan regularly scheduled Supplemental Instruction sessions that include group activities, study skills development, and active review of course content
• Facilitate up to three 60–minute regularly scheduled group study sessions per week
• Ascertain course requirements and maintain contact throughout the term with the course professor
• Meet regularly with the Supplemental Instruction Coordinator for ongoing training
• Attend monthly meetings
• Make regular announcements about the availability of SI to other students and develop creative ways of marketing the SI program
• Collect attendance data for every SI session and submit attendance to the SI Coordinator every week
Salary: $15/hour
Start Date: August 30, 2017
End Date: April 6, 2018

Application Information:

Please send a resume, a cover letter, and two references to:
Tim Podolsky
Supplemental Instruction Coordinator
201 Tier
University of Manitoba
R3T 2N2
supplemental_instruction@umanitoba.ca