

Supplemental Instruction (SI) Leader

Job Title: Instructional Student Assistant – Supplemental Instruction (SI) Leader

Department: Student Learning center

Priority Application Deadline: April 28th, 2024

Seasonal Role (Application dates): 8/1/2024 – 12/15/2024 (with possibility of contract renewal)

Estimated Salary: \$17.01 - \$21.70 per hour

Location type: On-campus

Job Description:

Under the direct supervision of the Supplemental Instruction Coordinator, SI Leaders work approximately 12 hours a week to support student learning and student success. SI Leaders attend all classroom lectures in their assigned course, meet weekly with the course faculty to identify difficult course content, and they design and implement student-centered lesson plans in 3 weekly 50-min SI sessions. Additionally, SI Leaders attend pre-semester and weekly trainings (Wed or Thur from 4 – 5pm), conduct peer observations, and meet with their SI Mentor and Program Coordinator as needed.

Minimum Qualifications:

SI Leaders must maintain good academic standing (2.8 GPA or above) and be able to make independent decisions. Junior or senior standing is preferred. Undergraduates must be enrolled in and complete a minimum of 6 units; Graduate students must be enrolled in and complete a minimum of 4 graduate level units. Applicants should be sensitive to the experience of students with disabilities and students from low-income, academically disadvantaged, and ethnically diverse backgrounds. Ongoing participation in training sessions is required for employment. Successful candidates will be required to provide services in person. *Exceptions to the minimum eligibility qualifications may be granted at the sole discretion of the University.*

Selection Procedure:

SI Leaders will be selected and notified accordingly based on an evaluation of information obtained from the following sources: Completed Application Packet (See attached document for Questionnaire, Application for Employment & Availabilities forms) • Unofficial transcripts • Faculty Recommendation form • Possible Interview

Applications will be reviewed as they are received. Interested candidates are encouraged to apply by April 28th, 2024. Late applications will be considered until all vacancies are filled.

To apply, submit your completed Application Packet AND a copy of your unofficial transcript to [Handshake](#) or Yer Thao (SI Program Coordinator) at ythao9@csuchico.edu. You will be contacted via phone or email if you are selected to move forward in the hiring process. After candidates have been selected for the positions, all applicants will be notified via email.

Additional Information about the position:

- All work must be performed within the State of California.
- Compliance training completion (approx. 4 hours of work time) is required of this position within the first 30 days of work.
- The person holding this position may be considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.
- The University is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, color, ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, national origin, sex, sexual orientation, covered veteran status, or any other protected status.



SUPPLEMENTAL INSTRUCTION LEADER SUPPLEMENTAL QUESTIONNAIRE

Student Learning Center
California State University, Chico
530-898-6839

Date _____

Name: _____ Student I.D.: _____

Anticipated Graduation Date: _____ Year in School: _____ Current GPA: _____

Major: _____ Minor: _____

E-mail address: _____ Cell phone: _____

List the course(s) would you like to SI for in the box below: (Example: BIOL 103)

Please answer the questions below:

- ✓ If offered the position, will you be available to attend the SI Presemester Training happening **Aug 22 & Aug 23, 2024**?

Yes _____ No _____

- ✓ If offered the position, will you be available to attend the SI Weekly Training? The weekly trainings start week 1 of school and ends the week before finals. They are offered every Wed & Thur @ 4 – 5pm. You attend ONE of these per week.

Yes _____ No _____

- ✓ What is the name of the professor that you sent the **Faculty Recommendation** form to:



INSTRUCTIONAL STUDENT ASSISTANT APPLICATION FOR EMPLOYMENT

California State University, Chico

Office of Academic Personnel

Chico, California 95929-0024

530-898-5029

Position Title:

Department:

To comply with the immigration Reform and Control Act of 1986, all new employees must provide proof of identity and authorization to work.

Name: Last, First, Middle Initial – as it appears on your Social Security Card

Previous name(s) used, if different

E-mail Address

Chico State ID Number

Mailing Address: Post Office Box or Number and Street

City, State, and Zip

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Home Phone Number

Work Phone Number

Cell Phone Number

EDUCATION (NOTE: Departments may request unofficial transcripts to accompany this application)

Highest degree received and date of receipt:

Name of School

Major

Diploma/Degree Earned

Professional Schools or Licenses and Certificates:

Other Educational Information:

WORK AUTHORIZATION

California State University, Chico only employs individuals legally authorized to work in the United States. Should you be offered a position on this campus would you be able to furnish proof that you are authorized to work? NO YES If 'no,' explain. Are you over the age of 18? NO YES If not, are you able to furnish a work permit indicating right to work? NO YES

The position for which you have applied may require the use of a state vehicle for state business. If you are offered and accept a position can you furnish proof of a valid California driver's license? NO YES If 'no', explain:

EMPLOYMENT HISTORY

Account for past work experience and describe specific duties that are relevant to the position for which you are applying. **To allow for accurate review and consideration, your application should provide a complete and detailed description of your work experience.** It is to your benefit to be as thorough as possible because this information will be used to determine if you are qualified for this position. You may attach an additional page if more space is required or refer to a résumé only for the duties description.

FROM (mo/yr)	TO (mo/yr)	JOB TITLE or OCCUPATION: Part time <input type="checkbox"/> Full time <input type="checkbox"/>	NAME OF YOUR DIRECT SUPERVISOR
EMPLOYER'S NAME and ADDRESS:			SUPERVISOR'S PHONE NUMBER ()
DESCRIPTION OF DUTIES:			
REASON FOR LEAVING:			

FROM (mo/yr)	TO (mo/yr)	JOB TITLE or OCCUPATION: Part time <input type="checkbox"/> Full time <input type="checkbox"/>	NAME OF YOUR DIRECT SUPERVISOR
EMPLOYER'S NAME and ADDRESS:			SUPERVISOR'S PHONE NUMBER ()
DESCRIPTION OF DUTIES:			
REASON FOR LEAVING:			

FROM (mo/yr)	TO (mo/yr)	JOB TITLE or OCCUPATION: Part time <input type="checkbox"/> Full time <input type="checkbox"/>	NAME OF YOUR DIRECT SUPERVISOR
EMPLOYER'S NAME and ADDRESS:			SUPERVISOR'S PHONE NUMBER ()
DESCRIPTION OF DUTIES:			
REASON FOR LEAVING:			

FROM (mo/yr)	TO (mo/yr)	JOB TITLE or OCCUPATION: Part time <input type="checkbox"/> Full time <input type="checkbox"/>	NAME OF YOUR DIRECT SUPERVISOR
EMPLOYER'S NAME and ADDRESS:			SUPERVISOR'S PHONE NUMBER ()
DESCRIPTION OF DUTIES:			
REASON FOR LEAVING:			

EMPLOYMENT/EDUCATION INFORMATION RELEASE AUTHORIZATION

As an applicant for a position with California State University, Chico I do hereby authorize all past and present employers, references, institutions of higher education and other appropriate persons or agencies to release to the University any and all information regarding my employment/education upon request. I do hereby agree to hold such employers, institutions, references, persons, etc. harmless from liability for releasing said information.

SIGNATURE must be original

DATE

APPLICANT CERTIFICATION

I certify that the answers I have given in the materials I have submitted in application for this position are true and correct and that I have not knowingly withheld any facts or circumstances. I understand that all answers given in my application for employment are subject to verification and that should I be employed at the campus, any misrepresentation or omission of facts in this application may be sufficient reason for dismissal. The application materials include this document and any other materials submitted.

SIGNATURE must be original

DATE

Availabilities – For the Semester you are Applying for

(Mark the hours you can work)

If you have not registered yet, please mark it based on your anticipated schedule

	Mon	Tue	Wed	Thur	Fri
8:00am – 9:00am					
9:00am – 10:00am					
10:00am – 11:00am					
11:00am – 12:00pm					
12:00pm – 1:00pm					
1:00pm – 2:00pm					
2:00pm – 3:00pm					
3:00pm – 4:00pm					
4:00pm – 5:00pm					
5:00pm – 6:00pm					
6:00pm – 7:00pm					