

ASA Tutoring Center

Supplemental Instruction (SI) Job Description



Basic Function and Responsibilities

- Attend all class meetings of the selected course, take notes, read all assigned materials, and take all tests.
- Ascertain course requirements and maintain contact throughout the term with course professor and SI supervisor.
- Schedule and conduct a minimum of three one-hour study sessions per week throughout the term.
- Arrange and facilitate regular, outside-of-class study sessions throughout the term.
- Prepare handouts, activities, and agendas for study sessions.
- Provide extra sessions as necessary prior to exams and during finals week.
- Collect attendance data for every study session, which include student name, course title, date and length of session.
- Assist in the collection and reporting of evaluative data regarding the selected course.
- Participate in all training sessions, workshops, and meetings as required by the Director and Coordinator of Tutoring.
- Ensure that all Tutoring Center policies and procedures are followed and that paperwork is current, accurate, and complete.
- Actively participate in the Tutoring Center's evaluation process, including service and individual evaluations.
- Obtain complete knowledge of, and adhere to, the information, policies, and procedures presented in the employee handbook(s).
- Maintain familiarity with the University of Northern Colorado and ASA missions.
- Demonstrate professionalism when representing the University of Northern Colorado and ASA and when staffing the Tutoring Center.
- Perform duties as assigned by the Director and Coordinator of Tutorial Services.

Minimum Qualifications

- Have completed a minimum of 30 college credit hours.
- Possess and maintain a cumulative grade point average of 3.0 or above.
- Have earned an A or B in each class tutored.
- Obtain a letter of recommendation from the UNC department relevant to the area in which the applicant will be tutoring (e.g. Math = letter from a Math department professor).
- Possess a course schedule which will allow the tutor applicant to participate in ongoing training sessions during every semester they are employed.
- Possess strong interpersonal communication skills as well as a desire to assist fellow students.
- Must be reliable, responsible and able to deliver quality service with a positive attitude.
- Must display ethical behavior and commitment to Academic Support and Advising and to the University of Northern Colorado.
- Must display openness and respect for persons from culturally diverse backgrounds.

Pay Rate—Undergraduate “SI” tutors

First year	\$8.05	(Regular, Level-one candidate)
Second Year	\$8.25	(Advanced, Level-two candidate)
Third Year	\$8.45	(Master, Level-three candidate)
Fourth Year	\$8.65	(Beyond master level CRLA certification)

Application Checklist

- Application, tutor course list, and projected schedule
- Unofficial Transcripts
- Faculty recommendation form (1 from each subject)

For questions, contact Melissa Hoffner or Cathy Heise at the ASA Tutoring Center
Michener Library L-149 • 970-351-1904 or 351-1906 • tutoring@unco.edu