



Cleveland State University

Undergraduate Studies *Tutoring & Academic Success Center*

SI Leader

Position Summary: Leaders facilitate learning through various collaborative learning techniques, methods, and activities via Zoom that encourage critical thinking and prompt students to develop their understanding of a problem or concept. This position may work up to 20 hours per week.

Position Accountabilities:

- Facilitates 2-3 study sessions per week (days/times dependent on student's availabilities)
- Polls students on session availability using a Doodle poll or other electronic method
- Meets remotely and communicates regularly with individual instructors
- Attends all remote class lectures for targeted course(s) and takes notes
 - If supporting an in-person course, SI leaders are required to schedule weekly remote meetings with their instructor to discuss lecture topics to plan for SI sessions
- Documents session attendance and completes outcomes in Starfish within 24 hours
- Prepares and submits weekly planning sheets and session activities
- Creates and manages resources
- Attends mandatory remote bi-weekly meetings with assigned SI Graduate Assistant
- Completes all job requirements as outlined in TASC's Student Employee Policies & Expectations
- Models ideal student behaviors while facilitating learning by providing an engaging and pleasant working atmosphere, with strong emphasis on building professional relationships with students, faculty, and other leaders
- Models and encourages collaborative study strategies
- Promotes professionalism and contributes to a friendly and productive learning environment
- Attends mandatory training sessions
- Replies to all emails and calls from TASC, students, and instructors on the same business day
- Upholds all TASC's policies and expectations
- Completes additional student worker requirements by the due dates specified for that semester. Examples include:
 - One (1) peer observation per position
 - Four (4) TASC discussion boards
 - Responsible Employee online training
 - Student worker Reflection essay
 - Attends remote bi-weekly meetings

Position Requirements:

- Maintains a 3.0 GPA or higher
- Must have earned an A grade in any course led

- Thorough understanding of the basic concepts in a variety of subject areas
- Must possess a laptop or pc with camera and audio for Zoom sessions
- Must exhibit knowledge of study skills and effective learning habits
- Effective communication skills and the ability to communicate difficult concepts
- Able to utilize strong critical thinking skills and the creativity to teach others to develop critical thinking skills
- Highly adaptable and willing to learn and implement new strategies for learning
- Utilizes Word, Excel, PowerPoint, and internet effectively