

## **SI/SLA Lead Job Description**

Supplemental Instruction (SI)/Structured Learning Assistance (SLA) Lead Consultants are an integral part of the Tutoring and Learning Services team. This position is designed for those who have at least one year of SI/SLA. SI/SLA Lead Consultants serve as mentors for new and returning SI/SLA staff and participate in the recruitment, hiring, and training processes for the SI/SLA programs. SI/SLA Lead Consultants typically work between 15-20 hours/week.

### **Minimum qualifications:**

- Currently enrolled TAMU-CC undergraduate or graduate student
- Junior, Senior, or Graduate Classification
- Minimum 3.0 overall TAMU-CC GPA
- Must be in good disciplinary standing at the university
- Excellent written and verbal communication skills
- At least one year of SI/SLA experience, preferably at TAMU-CC
- Strong content knowledge of business, humanities, mathematics, science, or social science courses

### **Job Duties:**

- Assist in developing and implementing a comprehensive Supplemental Instruction (SI)/Structured Learning Assistance (SLA) program.
- Assist with the revision of SI/SLA Leader training materials and notebook.
- Assist in the recruitment and interviewing of new SI/SLA Consultants
- Assist with the onboarding and orientation of new SI/SLA Consultants
- Plan and direct weekly supervision meetings with SI/SLA Leaders.
- Serve as liaison with departmental administration and faculty members.
- Observe and evaluate SI/SLA Leaders at random intervals, and identify any needs SI/SLA Leaders need to be more effective with students.
- Assist in the development and presentation of subject-based training
- Mentor new and returning Learning Consultants in discipline, specific knowledge, and SI/SLA techniques
- Gather, analyze, and maintain all data associated within the SI/SLA program (e.g., SI/SLA attendance, grades, surveys).
- Complete end-of-term reports for campus faculty and administration.
- Develop marketing materials to promote and advertise SI/SLA program services
- Support SI/SLA Consultants and the Assistant Director with maintenance of and communications via Microsoft Teams and the Tutoring and Learning Services social media sites

**Additional Duties**

- Keep accurate records of hours worked
- Report any issues that arise to the Assistant Director of Tutoring and Learning Services in a timely manner
- Ensure that SI/SLA spaces in assigned areas are maintained in a clean and orderly fashion after each session
- Assist with CASA projects and the organizing events on an as-needed basis
- Attend weekly meetings with the Tutoring and Learning Services programs leadership and other SI/SLA Lead Consultants
- Other duties as assigned

**Pay:**

Starting pay \$12.00/hour