Graduate Assistant for Supplemental Instruction

Mission of the Academic Success Center
The ASC supports undergraduate student success by delivering a diverse array of services designed to foster the skills and mindset students need to enhance their learning and achieve their educational goals.

Overview of Supplemental Instruction
Supplemental Instruction (SI) sessions provide opportunities for students enrolled in traditionally difficult classes to master course content and develop effective learning strategies. These interactive study sessions are facilitated by a trained peer leader. Sessions use collaborative learning activities to review and increase understanding of course concepts and to practice applying concepts to solving problems. The ASC provides Supplemental Instruction sessions for over 125 sections of traditionally challenging courses and engages students in over 24,000 contact hours per semester.

Position Description
The Graduate Assistant supports the SI program by providing mentoring, training, and administrative assistance. The position reports to the Coordinator of Supplemental Instruction and works closely with the Assistant Coordinator of Supplemental Instruction as a management team. Employment is for an average of 20 hours per week with a minimum of 10 of those hours in the evening during SI sessions. Working longer hours is expected in the four weeks immediately preceding and following the first day of classes.

Responsibilities
- **Training:** Participate in the implementation of comprehensive training program for SI Leaders based on the UMKC Supplemental Instruction model and Clemson University refinements; Observe SI Leaders and provide constructive feedback to improve performance
- **Supervision:** Participate in the oversight and leadership development of 9-10 SI Community of Practice Leaders
- **Marketing:** Assist SI Leaders with developing creative and effective ways to attract and maintain robust attendance
- **Assessment:** Assist in the distribution, collection, analysis, and communication of SI data
- **Administration:** Assist with administrative functions as requested, including logistics of training and Leader retreats, leader placement, and scheduling
- **Hours:** Average of 20 hours per week, more immediately preceding and following the start of classes. A minimum of 10 evening hours for observing SI sessions is included.

Qualifications
- Strong organizational skills and fastidious attention to detail
- Effective time management skills
- Desire to serve as mentor to enhance academic, personal, and social development
- Leadership skills, including ability to work effectively as part of a management team
- Ability to communicate effectively with individuals and with small and large groups
- Computer skills and proficiency with Microsoft Office
- 3.0 GPR required to initiate and maintain GA appointment
- Preferred:
  - Previous experience as an SI Leader or CRLA Certified Tutor (Level 2 minimum)
  - Demonstrated effectiveness as a learning facilitator for or mentor to undergraduate students
  - Understanding of student development and learning theory

Stipend/Compensation
Tuition plus $12,750 stipend (9 month position)

Contact
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