

## ALC Supplemental Instruction Leader Position Description

The Academic Learning Centre (ALC) provides supports to University of Manitoba students (graduate and undergraduate, full and part-time) as they develop academic strengths and skills in writing, researching, and learning. ALC services include one-to-one tutoring, Supplemental Instruction, workshops, and online resources.

**Position Title:** Supplemental Instruction Leader

**Department:** Academic Learning Centre, 201 Tier Building, Fort Garry Campus, University of Manitoba

**Location of work:** Fort Garry Campus

**Supervisor:** ALC Supplemental Instruction Coordinator

**Hours:** 8-10 hours/week primarily during UM business hours (Monday- Friday, 8:30am - 4:30pm)

**Remuneration:** \$17.50 per hour

**Start Date:** August 26, 2020

**Application Deadline:** April 6, 2020

### JOB DESCRIPTION

The Supplemental Instruction program involves regularly scheduled peer-facilitated study sessions for specific courses that provide students with opportunities to compare notes, discuss course materials, and prepare for exams. Supplemental Instruction sessions are led by qualified students who have previously taken the targeted course and who re-attend all lectures throughout the term. Supplemental Instruction leaders focus on facilitating collaborative learning techniques while modeling course specific study strategies. Their job is to plan and facilitate group study sessions that focus on the most difficult content, while introducing successful study strategies and modeling appropriate student behaviors to their peers. We are currently looking for SI leaders to work for the 2020-2021 academic year in the following courses: CHEMISTRY 1300, CHEMISTRY 1310, CHEMISTRY 2210, CHEMISTRY 2220, COMPUTER SCIENCE 1012, and ENGINEERING 1460.

- Engage in 16 hours of training (August 26, August 27, and September 19)
- Attend the designated course on a regular basis, take notes, and read assigned materials
- Organize and plan regularly scheduled Supplemental Instruction sessions that include group activities, study skills development, and active review of course content
- Facilitate up to three 60-minute regularly scheduled group study sessions per week
- Ascertain course requirements and maintain contact throughout the term with the course professor
- Meet regularly with the Supplemental Instruction Coordinator for ongoing training
- Attend monthly meetings
- Make regular announcements about the availability of SI to other students and develop creative ways of marketing the SI program
- Collect attendance data for every SI session and submit attendance and planning forms to the SI Coordinator every week

## **JOB REQUIREMENTS**

- Enrolled as a current student at the University of Manitoba, and returning to the UM as a student in September 2020
- Minimum of 24 credit hours of undergraduate coursework required
- Minimum GPA of 3.0
- Final grade of B+ or above in the courses you would like to be Supplemental Instruction (SI) Leader
- Strong interpersonal and communication skills (patience, ability to work collaboratively, good listening skills).
- Strong organizational and planning skills
- Demonstrated ability to work with students of diverse educational, age, racial, ethnic, and cultural backgrounds.
- Familiarity with the Academic Learning Centre and University of Manitoba student supports/resources
- Previous experience with tutoring, teaching, coaching, or in other leadership roles
- Experience, knowledge and/or understanding of Indigenous cultures and histories is considered an asset
- Indigenous students are strongly encouraged to apply
- Both undergraduate and graduate students are encouraged to apply

## **APPLICATION PROCESS**

- Applicants for the Supplemental Instruction position are required to submit a résumé, a transcript (unofficial), and a cover letter.
- All applicants must be prepared to provide two references on request. At least one of these must be an academic reference.
- Applicants are asked to email ([academic\\_learning@umanitoba.ca](mailto:academic_learning@umanitoba.ca)) with all required application materials in **one .PDF** document.
- Applicants are requested to apply through their University of Manitoba email account.

### **Additional note:**

The Academic Learning Centre is also hiring Content/Study Skills Tutors (Job # 41170) and Writing Tutors (Job # 41177) for Fall 2020 and Winter 2021. Applicants are encouraged to apply for multiple ALC positions.