UCF | Student Academic Resource Center

SARC Supplemental Instruction Leader Job Description

Title of Position:	Supplemental Instruction Leader
Report To:	SARC Academic Support Coordinator I
Estimated Hours:	10 hours per week; Remote and in-person
Rate of Pay:	work $16.00 per hour

Supplemental Instruction (SI) is an academic support program utilizing peer-assisted study sessions to assist students with historically difficult courses. SI sessions are an opportunity for students to work together with other classmates to compare notes, discuss readings, ask questions, develop organizational tools, and prepare for examinations. SI Leaders will lead students through content with Socratic questioning, facilitate group activities, and prepare review material.

Responsibilities

- Conduct four 50-minute SI sessions per week using the SI model
- Attend and take notes in the SI-supported class
- Attend and contribute to all trainings and meetings
- Maintain attendance records and prepare for SI sessions
- Implement suggestions from SI supervisors
- Other duties as assigned

Benefits of Becoming an SI Leader

- Help students succeed in their courses, gain valuable study skills, and become more confident learners
- Gain skills employers and graduate schools are seeking, including leadership and public speaking skills
- Strengthen your own study skills
- Develop close relationships with UCF faculty, potentially leading to contacts, assistantships, or other opportunities
- Great resume builder!

Scheduling and Availability:

- Must be able to work at least one full semester
- Must be able to attend the full lecture time for at least one section of the course for which you are applying
- Must be able to work on campus

Required Qualifications and/or Skills:

- Minimum cumulative GPA of 3.2+ and an "A" grade in the course for which you wish to be an SI Leader
- A good recommendation from a UCF faculty member, preferably the instructor who taught the course of interest
- Able to attend the mandatory training session at the beginning of the semester and weekly meetings

Preferred Qualifications:

- Preference will be given to those who are available for at least 1 year and those who are willing to limit their schedule to 12-15 credit hours per semester
- Comfortable leading groups through Zoom or a similar platform
- Has attended SI sessions previously

Application Process:

To apply to be an SI Leader, submit your application packet online at https://academicsuccess.ucf.edu/sarc/employment/ using the Employment Application link. Individuals selected for interviews will be notified by email. The application must include the following:

- An updated resume and cover letter. **Applications submitted without a resume or cover letter will be discarded unread.**
- Three professional references, at least one of which must be a UCF professor.
    - Ideally, this person should be the instructor with whom you took the class you want to support as an SI Leader. If this instructor is not available, an instructor in a similar subject is acceptable.
    - **ONE** of your three references (ideally the UCF professor) also needs to complete our Faculty Reference Form. You can find the link on the SARC Employment page, linked here: https://academicsuccess.ucf.edu/sarc/employment/. Please note **that this is NOT a letter of recommendation**—it is much shorter. **No letter of recommendation is required for this position.** The other two references only need to give you their permission to share their contact information with us.

Questions? Contact:

Erika Staiger, Coordinator – Supplemental Instruction
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Phone: 407-823-6559
https://academicsuccess.ucf.edu/sarc/

Due to high volume of requests during hiring season, please allow a few days for response.