



Modesto Junior College Job Description: SI Leader 2011-2012

Qualifications

1. GPA
 - a. An overall MJC GPA of *3.0 or above (on a 4.0 scale) is required.
 - b. A grade of "B" (3.0) or above (on a 4.0 scale) in the selected course is required; prior enrollment with the professor who is to teach the selected course is *preferred*.
2. Faculty recommendation is required. Resume not required, strongly preferred to support your application.
3. Good interpersonal and communication skills are required.
4. Completion of an YCCD Employment Application. As a condition of employment, the district requires new employees to pay for fingerprinting and criminal history background checks.

**A student with a high "A" grade in the SI course considered may be given special consideration if the GPA falls slightly below the 3.0 requirement.*

Duties

1. This job entails approximately 14 hours per week.
2. Attend all class meetings of the selected course, take notes, do homework, and read all assigned materials, including text(s) and supplemental readings.
3. Conduct several 50-minute study sessions per week throughout the term using strategies learned through the SI leader training workshop.
4. Meet bi-weekly with the SI supervisor for debrief sessions.
 - a. Discuss observations of the SI sessions.
 - b. Discuss the creation and use of SI session handouts.
 - c. Discuss the planning of SI sessions and use of a wide variety of learning strategies.
 - d. Notify supervisor about problems or potential problems.
5. Ascertain course requirements and maintain contact throughout the term with course professor.
6. Meet with other campus SI leaders and supervisory staff at scheduled meetings.

Responsibilities

1. Complete necessary paperwork (Time Sheets, Payroll Claims, Sign-In Sheets, etc.).
2. Attend SI leader orientation and training workshops prior to the beginning of each term.
3. Work with the SI supervisor to select appropriate times and scheduling of SI sessions.
4. Make periodic announcements about the availability of your SI sessions to students.
5. Ensure that initial SI survey, midterm SI Feedback Survey and End-of-Course surveys are distributed and assist with data analysis.
6. Collect attendance data for every SI session, including student names, course title, date and time of session.
7. Maintain a professional attitude about matters such as class standards, grades, and student complaints.
8. Model appropriate professional attitudes and behaviors to staff, students and others.
9. Provide your SI supervisor with an up-to-date schedule of your SI sessions.
10. Notify your SI supervisor and instructor in advance if you cannot conduct an SI session as scheduled
11. Maintain regular work schedule hours

For more information contact Elizabeth David at davide@mjc.edu or (209) 575-7790



Modesto Junior College
SI Leader Employment Application
2011-2012 Academic Year

Name (Print): _____
Last First MI

Address: _____
Street Address City State ZIP

Local Phone: _____ Other Phone: _____ School ID Number _____

Major: _____ e-mail address _____

This is my _____ semester at MJC Anticipated transfer/graduation date _____

Indicate the number of units you will be enrolled in during Fall Semester 2011 _____

Describe your anticipated involvement during Fall2011/Spring 2012 Semesters in clubs, organizations, part-time employment.

Mark an "X" at the times you will **not** be available during Fall Semester 2011.

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 –					
8:30 –					
9:00 –					
9:30 –					
10:00 –					
10:30 –					
11:30 –					
12:00 –					
12:30 –					
1:00 –					
1:30 –					
2:00 –					
2:30 –					
3:00 –					
3:30 –					
4:00 –					
4:30 –					
5:30 –					
6:00 –					
6:30 –					
7:00 –					

Please indicate the courses for which you have completed with a grade of "B" or higher in the following subject areas: Mathematics, Anatomy, and Chemistry.

Course	Instructor	Grade	Date Taken	College
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____

Please indicate the course(s) for which you are capable of providing Supplemental Instruction (a grade of "B" or higher is required) for the fall 2011 term. This information will assist us with your employment placement. *Rank in order of preference.*

Course (Required)	Instructor (Optional)	Section (Optional)	Campus (East/West) (Optional)
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____

1. Why are you interested in this position, and why do you feel that you are a good SI candidate?

2. What advice would you give students to help them become successful?

3. Describe three study strategies that have helped you perform well in your classes.

The application process requires the following:

- Attendance at SI Leader Training – ** (TBA)
- Fingerprinting & Background Check at the expense of the applicant

*** SI training dates will take place approximately during the first week in August.*

If I am selected as a candidate for this position, I will be able to attend the required sessions and be able to complete the Fingerprinting & Background Check **yes** **no**

List the name (s) of an MJC faculty reference(s)

1. _____
Print Name of Professor Academic Area

1. _____
Print Name of Professor Academic Area

1. _____
Print Name of Professor Academic Area

I certify that all information contained in this application is truthful and accurate to the best of my knowledge.

Student Signature

Date

The deadline for the application submission is **June 30, 2011**.

Submit your application to:

Science, Mathematics, & Engineering Division
Science Room 126
(209) 575-6748

Or Mail to:

Modesto Junior College
Science, Mathematics, & Engineering Division
435 College Avenue
Modesto, CA 95350

