

Interested in becoming an SI Leader or Tutor?



VCU

Student Success
Campus Learning Center



CLC Mission, Vision, & Values

MISSION

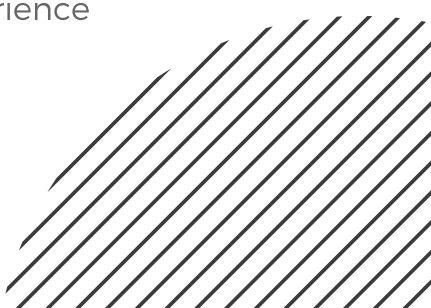
Support & Serve the VCU community by providing quality, student centered learning services to promote retention and engagement.

VISION

Inspire excellence and learning by:

- Creating a positive experience and support opportunities for students to achieve their goals
- Fostering independent learning by providing high quality academic support services, including; coaching, tutoring and Supplemental Instruction
- Providing impactful on-campus employment for VCU students
- Delivering programs to meet the ever changing needs of VCU students

VALUES

- Operate from a student centered approach
 - Provide excellent customer service to all
 - Develop strong partnerships and relationships within the VCU community
 - Foster diversity and inclusion
 - Meet diverse, individual learning needs through an innovative, compassionate, and adaptable Campus Learning Center
 - Utilize research based best practices
 - Grow and develop student leaders through training
 - Uphold a culture of integrity, accountability, and collaboration throughout the CLC staff
 - Transform the student experience through reflective learning
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Supplemental Instruction (SI)

PURPOSE

Supplemental Instruction (SI) is an academic support service that utilizes peer-assisted study sessions to improve student retention and success. SI sessions are regularly scheduled and incorporate lecture material through group activities.

COURSES

How are they chosen?

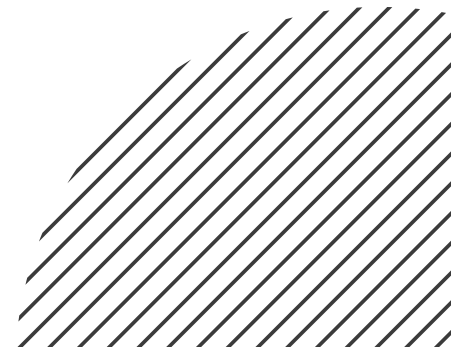
- Student requests
- Enrollment numbers
- Faculty support

Matching SI Leaders with Courses:

Student preferences are taken into account as well as programmatic needs. Applicants should expect to be flexible and list multiple courses on their application.

SI Time Commitment

- First Day of Classes → Final Exams
- Three Day Orientation
- 10-15 hours per week on average
- 3 hours per week in lecture
- 3 hours per week leading sessions
- 2 hours per week in office hours
- 1 hour every 2-3 weeks for training
- Marathon sessions
- Meetings with supervisors as scheduled
- Additional time as needed





Tutoring Services



TYPES

1. Individual Tutoring Appointments
2. Group Tutoring Appointments (2-3 students)
3. Drop-In Tutoring



COURSES

How are they chosen?

All courses are based on student requests and the number of requests.

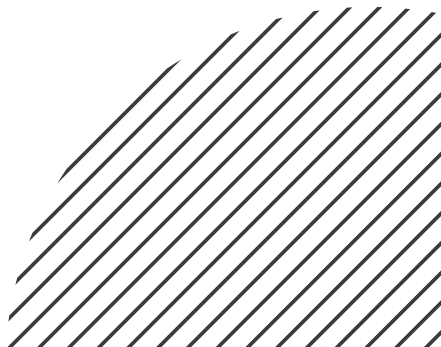
Appointment and drop-in courses may differ
Courses in the greatest demand include: math, science, business

Matching Tutors with Courses:

Competitive applicants should list all classes they earned a B or better on their application.



Tutoring Time Commitment

- First Week of Classes → Last Day of Classes
 - Two Day Orientation
 - 10-15 hours per week on average
 - Minimum of 11 hours/week for tutoring (includes appointments & drop-in shifts)
 - One hour per week for training
 - Individual meeting with supervisors as scheduled
 - Additional time as needed
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Things to Consider



GUARANTEED HOURS

Supplemental Instruction:

Offers guaranteed hours on a weekly basis with predictability and consistency.

Tutoring:

Offers fewer guaranteed hours as appointments are booked on a on-demand basis; the only guaranteed hours are drop-in shifts.



FLEXIBILITY

Supplemental Instruction:

There is limited flexibility once your SI course has been assigned; SI Leaders do have input into their session schedule and assigned SI course. SI Leaders choose their own office hours.

Tutoring:

There is flexibility in selecting hours of availability. Tutors select all of their hours and which courses they tutor.

Benefits

Both positions (tutor and SI Leader) provide an opportunity for student employees to develop and improve top skills desired by employers.

The skills gained from this job are transferable to not only other jobs but to graduate school programs and beyond.

*Identified as a top skill desired by employers recruiting college graduates

- ***Applied Critical Thinking**
- ***Teamwork**
- ***Independent Problem-Solving**
- ***Grit & Career Management**
- ***Group Presentation Skills**
- ***Improved Communication Skills**
- Professional Development
- Leadership Skills
- Networking Opportunities
- Expanded Knowledge in a Subject Area
- Flexible Work Schedule
- Improved Time Management Skills
- Public Speaking Experience
- Review for Graduate School Exams
- Project Management
- Improved Study Skills
- Thinking on Your Feet
- Managing Others
- Opportunities for Creativity
- Making a positive impact on others

Application & Recommendation

APPLICATION

<https://clc.vcu.edu/staff/opportunities/>

NOTE

- Applicants must be logged into their VCU email account ONLY and NO other gmail account. Applicants may also use an incognito window with their VCU gmail account
- Applicants cannot edit responses after submissions
- Applicants can submit an updated application as necessary



Application Process

MINIMUM REQUIREMENTS

- 3.2+ cumulative GPA
- Earned 40 credits at VCU
(exceptions made at the Assistant Director's discretion)
- Enrolled in 6+ undergraduate or 4.5+ graduate credits at VCU
- Full semester commitment
- Attendance at orientation
- 10 to 15 hours of availability/week

COMPLETING THE APPLICATION

- Applicant information
- Question responses
- Weekly Schedule
- Unofficial Transcript
- Resume/CV (optional but encouraged)
- VCU Faculty/Staff Letter of recommendation (Google Form)

*Positions pay a rate of \$10.50 per hour.

*Applications are kept on file for one year (2 to 3 semesters) after submission.



Timeline of Hiring

PRIORITY APPLICATION DEADLINE

- Spring 2019 Hiring Cycle: Friday, November 2, 2018

INTERVIEWS:

- Spring Hiring: November & December
- Interviews are conducted on-campus unless there are extenuating circumstances which should be discussed with the Assistant Director

JANUARY 2019 ORIENTATIONS (these are mandatory):

- SI: January 9th - 11th
- Tutoring: January 10th & 11th

*Applications are accepted on a rolling basis throughout the year!



Have Any Questions?

Please email the contacts listed below!

Supplemental Instruction

Assistant Director: Brian Biggio (biggiobj@vcu.edu)

Coordinator: Anna Brown (abrown72@vcu.edu)

Tutoring Services

Assistant Director: Jennifer Lee (jlee2@vcu.edu)

Coordinator: Katherine Schuster (schusterkl@vcu.edu)

