



Academic Resource Center

Supplemental Instruction Leader and Peer Tutor Job Descriptions

A **Supplemental Instruction (SI) Leader** is a highly qualified upperclassman who receives additional mentoring for working specifically with high-risk classes for which Supplemental Instruction (SI) is scheduled. (High risk courses are defined as those having a higher than usual rate of D, F, and W final grades.) Selection of SI Leaders is based on superlative academic and personal qualifications, subject areas of targeted classes, and total number of SI classes identified. Also to be considered are the potential SI Leaders' own schedules, for SI Leaders attend all class meetings with the regular enrollees, serving as model students in class. In addition, each week the SI Leader conducts at least three supplemental study sessions (outside of regular class meetings) for a total of 3½ hours each week.

Each SI Leader will be responsible for planning the content of his/her supplemental sessions, preparing study aids and handouts for SI, and completing required paperwork. Time spent in the activities will vary from one SI Leader to another and from one week to the next. Emphasis for the SI Leader will be reinforcing the professor's lessons, clarifying points of confusion, and providing organizational models the students can emulate in their own individual studying. SI Leaders will invest approximately 10 hours each week to prepare materials, attend class, and hold study review sessions.

Peer Tutors provide individual assistance in one or more designated disciplines. They work in the Academic Resource Center (ARC) during specified hours on the weekly schedule and tutor students who drop-in during those hours. Other duties include helping out with answering the telephone and other general office duties. It is the primary responsibility of tutors to provide academic guidance and modeling for students who visit the peer tutoring labs; tutors do not complete homework assignments or take-home exams.

Tutor Goals

- help students improve their academic skills
- tutor subject-specific course material
- share and model subject-specific study skills
- promote independent learning
- help promote the services and programs of the ARC

SI Leader and Peer Tutor Qualifications

All SI Leaders and Peer Tutors must have at least a 3.0 GPA and sophomore standing or higher. Leaders and Tutors provide individual assistance in one or more designated courses for selected disciplines where they have:

- successfully completed the coursework
- earned a B or higher grade in the Mercer University course (or when the corresponding coursework has been performed in another venue, earned a B or higher grade in a related, upper level Mercer University course)
- obtained a signed recommendation from the corresponding academic department

Of major importance in both tutoring jobs is the ability to provide help in a patient and non-judgmental manner. **Peer Tutors** and **SI Leaders** should also remember that their primary duty is not to complete homework assignments or to help students cram for exams; it is, rather, to provide guidance and modeling for students wanting to excel in an academic discipline. The goal of tutoring is to help students learn to help themselves.

Application Instructions: To apply for an SI Leader or a RAC peer tutor position, please complete these forms and return them to Ms. Jennifer Zimmerman, Director, zimmerman_jj@mercer.edu.

Please acknowledge having read this job description here: _____