

Job Title	Supplemental Instruction Supervisor
PVN ID	BM-1805-002514
Category	Instruction and Social Service
Location	BOROUGH OF MANHATTAN C. C.
Department	Learning Resource Center
Status	Part Time
Hourly Rate	\$18.26-\$18.26
Hour(s) a Week	15.00-19.00
Closing Date	Jan 14, 2019 (Or Until Filled)

General Description

Reporting to the Academic Resource Center Tutorial Manager or her designee, the successful candidate will provide support and assistance to SI leaders and tutors, students, faculty and staff.

Other Duties

Responsibilities include the following:

- Assist with training SI leaders and tutors according to established guidelines and standards
- Meet with SI leaders and tutors every 2-3 weeks during the semester to receive informal feedback and discuss problematic areas
- Supervise the activities and presentations of SI leaders as necessary by helping them plan their sessions, observe their sessions, and critique their performance
- Provide in-service experiences, consultations, and learning strategy sessions for SI leaders
- Evaluate SI leaders and tutors at the end of the semester
- Assist SI coordinators with student recruitment activities and provide schedules and other printed materials of SI sections to faculty, academic advisors, counselors, students, etc.
- Identify weaknesses or problems in the current SI program and make recommendations for their solution
- Supervise SI leaders, tutors, College Assistants and Federal Work Study students
- Make materials, forms, and handouts available to SI leaders that explains the program to students
- Perform other duties as assigned

Qualifications

Core Competencies

- Ability to communicate effectively, both verbally and in writing, with students, faculty and staff from diverse backgrounds providing courteous customer service
- Ability to meet deadlines while working collectively as well as independently
- Minimum of one year supervisory experience preferred

Qualifications:

- A Bachelor's degree in education or a related field **and** one (1) to two (2) years of experience in a higher education academic support program or related program
- Strong organizational and communication skills

We will be filling two positions: one for a morning/afternoon supervisor and one for an afternoon/evening supervisor.