

**SPRING 2018 El Camino College**  
**Supplemental Instruction (SI) Coach Job Description**  
(Detach and keep this job description page for your reference.)

**Hiring Steps:**

1. Pick up an SI Coach application in MBA 329 or download from the [El Camino College SI webpage](#).
2. Submit application to MBA 329 along with unofficial transcripts from ECC and/or other colleges attended.
3. Take a quiz in MBA 329 in the subject(s) you want to coach in order to assess current knowledge in the course.
4. Schedule an interview in MBA 329.

**QUALIFICATIONS**

- Enjoy interacting with your peers.
- Have a strong understanding of the content in the course you want to coach.
- Be able to communicate clearly and effectively with peers, staff, and faculty.
- Be able to commit to working an average of 7-10 hours per week for the entire semester.
- Have a minimum GPA of 2.5.

**RESPONSIBILITIES**

A typical work week involves:

- 3 to 5 hours attending class lecture, depending on the course units
  - 1 to 2 hours planning SI sessions
  - 2 hours facilitating SI sessions
  - ½ hour attending SI staff meeting
  - ½ hour meeting with course instructor
- 
- Assist students with course content and academic development.
  - Attend all class lectures. You will learn instructor expectations while building student rapport.
  - Plan and facilitate two (50 minute) SI study sessions during the week.
  - Promote the SI sessions to the class. Effective promotion is essential to increase attendance in the SI sessions.
  - Help students refine learning skills such as note taking, test preparation, problem solving, organization, and group studying.
  - Develop and maintain working partnership with instructor.
  - Attend pre-semester and on-going SI Coach training.

**BENEFITS**

- Being an SI Coach is an invaluable experience for all careers, especially educators, managers, C.E.O.s, and entrepreneurs.
- Excellent extra-curricular activity for university transfer applications.
- Refine your leadership, speaking, and instructional skills. Learn to manage and motivate groups of people.
- Develop collegiate camaraderie, build self-confidence, and become a more efficient learner.
- Improve your leadership, administrative, organizational, and collegiate abilities.
- Earn \$12.00/hr.

Please submit application and unofficial transcripts in person or through email

Luis Barraeta, M.S., SI Coordinator    MBA Building Room 329    [lbarrueta@elcamino.edu](mailto:lbarrueta@elcamino.edu)    310-660-3612

<http://www.elcamino.edu/student/academicsupport/si>

updated 11-16-2017

# SPRING 2018 Supplemental Instruction (SI) Coach Application

Start Date: February 7, 2018

Attach your unofficial transcripts from ECC and/or any other colleges you have attended.

**You must be at least 18 years old by 2-7-2018 in order to work as an SI Coach for spring 2018.**

Date \_\_\_\_\_ Major \_\_\_\_\_

Name \_\_\_\_\_ ECC ID# \_\_\_\_\_  
First Middle Last

Address \_\_\_\_\_  
Street Address City State Zip Code

Cell Phone \_\_\_\_\_ E-Mail \_\_\_\_\_ How did you find out about the position? \_\_\_\_\_

Have you ever applied to be an El Camino College SI Coach? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, when? \_\_\_\_\_

**\*You must be available for the time the class meets as well as for the corresponding SI session time.**

Please view the SI schedule online or in the SI office for available course sections. Please list below, in order of preference, the course or courses that you are proficient in and would like to coach. If known, notate the specific section # of the course you are applying for.

Anthropology 1, 2 - Astronomy 20, 25 - Biology 10 - Business 1A, 1B - Chemistry 20 - Geology 1  
Math 37, 67, 73, 80, 130, 150, 165 - Political Science 1 - Psychology 5 - Sociology 101

1<sup>st</sup> Choice \_\_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_\_ 3<sup>rd</sup> Choice \_\_\_\_\_

**If hired, I am able to and will attend the mandatory SI Coach training February 7 & 8, 2018 9am-2pm** (initial) \_\_\_\_\_

I am aware that I have to submit to a (free) fingerprint background check before being employed. (initial) \_\_\_\_\_

I am aware that I must be at least 18 years of age by 8-24-2018 in order to be employed for spring 2018. (initial) \_\_\_\_\_

Which courses will you be enrolled in at ECC during spring 2018? \_\_\_\_\_

Which courses will you be enrolled in at another institution in spring 2018? \_\_\_\_\_

Will you be employed elsewhere during spring 2018 semester? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, how many hours per week? \_\_\_\_\_

Do you have a financial aid Work Study award for the spring 2018 semester? Yes \_\_\_\_\_ No \_\_\_\_\_ (not necessary for hiring)

Are you an International Student? Yes \_\_\_\_\_ No \_\_\_\_\_ Do you have a social security number? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever or do you currently work at El Camino College? Yes \_\_\_\_\_ No \_\_\_\_\_

If applicable, describe your anticipated involvement during spring 2018 in clubs, organizations, volunteering, etc...

---

---

---

Please mark all the days and times that you **WILL BE AVAILABLE TO WORK** in spring 2018 (August 24– December 15)

Time	Monday	Tuesday	Wednesday	Thursday	Friday
7am					
8 am					
9am					
10am					
11am					
12pm					
1pm					
2pm					
3pm					
4pm					
5pm					
6pm					
7pm					
8pm					

Notes on schedule \_\_\_\_\_

---

---

What is an SI Session? What goes on in an SI Session?

Have you ever attended an SI session? Yes\_\_\_\_ No\_\_\_\_

What are the duties of an SI Coach? What experience and/or skills do you possess that would make you successful in this role?

This job will require you to speak in front of the class on a weekly basis. What experience do you have speaking to a class or group?

This job will require that you promote SI sessions on a weekly. For example: creating and passing out flyers on a regular basis. What kind of experience do you have in promoting something? Besides flyers, how else would you promote SI to students?

This job will require that you create weekly SI session plans which you will use to facilitate SI sessions. What is your experience in creating and modifying a work plan, outline, or presentation?

What experience do you have participating in and/or leading study groups? What are some possible benefits of group-studying?

How will you benefit from being an SI Coach, both personally and professionally? What would give you the most satisfaction from working as an SI Coach?

You will be required to develop a constructive partnership with your professor throughout the semester by meeting on a weekly basis. Please share any experience you have had collaborating with another person or other people.

Why do you want to be an SI Coach? What do you think would be the greatest challenge for you in this position?

High School		yes	no	From	To
College		yes	no	From	To
Trade School		yes	no	From	To

Company Name	City, State, Country	Supervisor Name & Title	Dates of Employment From                      To
Phone Number	Your Position	Reason for Leaving	
Duties & Responsibilities			

  

Company Name	City, State, Country	Supervisor Name & Title	Dates of Employment From                      To
Phone Number	Your Position	Reason for Leaving	
Duties & Responsibilities			

Please list two instructor references from classes that you have completed, preferably in classes that are related to the subject that you would like to coach.

- | Emergency Contact |                |                  |              |
|-------------------|----------------|------------------|--------------|
| (name)            | (relationship) | (day time phone) | (cell phone) |
|                   |                |                  |              |
|                   |                |                  |              |
|                   |                |                  |              |
|                   |                |                  |              |

Signature \_\_\_\_\_ Date \_\_\_\_\_

Luis Barrueta, M.S., SI Coordinator    MBA Building Room 329    [lbarrueta@elcamino.edu](mailto:lbarrueta@elcamino.edu)    310-660-3612  
<http://www.elcamino.edu/student/academicsupport/si>