El Camino College
Supplemental Instruction (SI) Coach Job Description
(Please detach and keep this job description for your reference.)

Qualifications:
• Enjoy interacting with your peers.
• Have a strong understanding of the curriculum in the course you want to coach. Passing the class with a high grade should suffice.
• Possess the ability to communicate clearly and effectively with peers, staff, and faculty.
• Be able to commit to working an average of 10 hours per week for the entire semester.
• Have a minimum GPA of 2.5.

Responsibilities:
• Assist students with course content and academic development.
  A typical work week involves:
  • 3 to 5 hours attending class lecture
  • 1 to 2 hours planning SI sessions
  • 2 hours facilitating SI sessions
  • 1 hour attending SI staff meeting/training
• Attend all class lectures. You will know what the instructor expects from the students while building student rapport.
• Plan and facilitate (50 minute) SI sessions that take place outside of class.
• Promote the SI sessions to the class. Continuous promotion is essential to increase student attendance in the SI sessions.
• Help students refine learning skills such as note taking, test preparation, problem solving, organization, and group studying.
• Maintain attendance records and submit required paperwork.
• 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 including educators, managers, C.E.O.s, and entrepreneurs.
• Refine your leadership, speaking, and instructional skills. Learn to motivate and manage groups of people.
• Develop collegiate camaraderie, build self-confidence, and become a more efficient learner.
• Improve your listening, administrative, and organizational abilities.
• Pay rate is 9.25/hr.

*A hiring quiz will be administered to all applicants to assess current level of course knowledge.

Submit application and unofficial transcripts in person or through email:
Luis Barrueta, M.S., SI Coordinator  Student Services Building Room 204  lbarrueta@elcamino.edu  310-660-3612
www.elcamino.edu/studentservices/fye/si/
Fall 2012 Supplemental Instruction (SI) Coach Application

Position begins August 23, 2012

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

Submit application and transcripts in person or through email:
Student Services Building Room 204  lbarrueta@elcamino.edu  310-660-3612

Date________________    Name__________________________________________________________    ECC ID#__________________

Last                      First                                            MI

Address____________________________________________________________________________________

Street Address          City                                 State                   Zip Code

Cell Phone__________________________      e-mail address__________________________________________

Major__________________  How did you find out about the SI coach position? _______________________

Please obtain an SI schedule online or in the SI office to see what course sections need an SI Coach. You need to be available for the time the class meets as well as for the corresponding SI session time. Please list below, in order of preference, the course or courses that you are competent in and would like to coach. If you know the specific section # of the course you are applying for, please notate it.

Math 12, 23, 40, 50C, 50D, 73, 130, 150,
Anthropology 1, Astronomy 20, Bio 10, Geology 1, Political Science 1, Psychology 5

1st Choice_______________        2nd Choice_______________        3rd Choice_______________

If hired, I am able to and will attend the mandatory SI Coach training August 23 & 24, 2012  9am-2pm  (initial) _________

I am aware that I have to submit to a (free) fingerprint background check before being employed at ECC. (initial) ________________

Which courses will you be enrolled in at ECC during Fall 2012? ______________________________________________

Which courses will you be enrolled in at another institution Fall 2012? __________________________________________

Will you be employed elsewhere during Fall 2012 semester?   Yes  No    If yes, how many hours per week? ___________

Are you an International Student?   Yes   No

Describe your anticipated involvement during Fall 2012 in clubs, organizations, volunteering, etc...
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Please mark the days and times that you WILL be available to work.

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<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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Have you ever attended an SI session? If so, describe your experience and how it benefited you.

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What are the duties of an SI coach? Why are you interested in this position? Why do you feel that you would make a successful SI Coach?

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This job will require you to speak in front of the class on a regular basis. How do you feel about public speaking? What experience do you have in this area?

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Describe a challenging situation you have experienced? How did you overcome that challenge(s)?

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Being an SI Coach requires energy, discipline, self-motivation, and persistence. Give examples of how you have applied these virtues in your life as an employee (or as a student if you have never worked).

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Have you studied in a group setting before? Please explain the benefits of studying in groups.

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How can you benefit from your position as an SI Coach, personally and professionally? What would give you the most satisfaction from working as an SI Coach?

What do you think would be the greatest challenge for you in this position?

**Education** (Please include education outside of the U.S.A.)

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<thead>
<tr>
<th>Name &amp; Location</th>
<th>Graduated</th>
<th>Dates Attended</th>
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<tbody>
<tr>
<td>High School</td>
<td>yes no</td>
<td>From To</td>
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<tr>
<td>College</td>
<td>yes no</td>
<td>From To</td>
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<tr>
<td>College</td>
<td>yes no</td>
<td>From To</td>
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**Work, Internship, or Volunteer Experience** (Begin with the most recent. Include if performed outside of the U.S.A. as well.)

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<tr>
<th>Company Name</th>
<th>Supervisor Name &amp; Title</th>
<th>Dates of Employment</th>
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<tr>
<th>Phone Number</th>
<th>Ending Pay Rate $</th>
<th>Reason for Leaving</th>
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<tr>
<th>Your Position</th>
<th>Duties</th>
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Educational References

Please list two instructor references from classes that you took, preferably related to the subject you would like to coach. List the institution (college or high school) where you took the course(s).

1. __________________________________________
   Instructor  Course  Institution

2. __________________________________________
   Instructor  Course  Institution

Emergency Contact  __________________________________________
   (name)  (relationship)  (day time phone)  (cell phone)

I hereby attest that all information contained in this application is truthful and accurate. I understand that my references may be contacted as a condition of my employment eligibility. I understand that I am not guaranteed an SI Coach position regardless of my qualifications and experience. I understand that I must understand that the SI Program reserves the discretionary right to hire and terminate SI Coaches at will.

__________________________________________
Signature  ____________________________
Date

Position begins August 23, 2012

Positions are filled rapidly on a first come basis. Timely submittal of your application is strongly recommended.

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

Submit application and transcripts in person or through email:

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