

FALL 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 activity sessions every week for the entire semester.
 - 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 skills and 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 310-660-3612

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

updated 5-12-2018

FALL 2018 Supplemental Instruction (SI) Coach Application

Start Date: August 23, 2018

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

You must be at least 18 years old by 8-27-2018 in order to work as an SI Coach for FALL 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 shifts. 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 - Biology 10 - Business 1A, 1B - Chemistry 20 - Geology 1 Math
37, 67, 73, 80, 130, 150, 165, 170, 180, 190 - Political Science 1 - Psychology 5 - Sociology 101

1st Choice _____ 2nd Choice _____ 3rd Choice _____

If hired, I am able to and will attend the mandatory SI Coach training August 23 & 24, 2018 9am-2pm (initial) _____

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

I will be at least 18 years of age by 8-27-2018 in order to be employed for FALL 2018. (initial) _____

Which courses will you be enrolled in at ECC during FALL 2018? _____

Which courses will you be enrolled in at another institution in FALL 2018? _____

Will you be employed elsewhere during FALL 2018 semester? Yes _____ No _____ If yes, how many hours per week? _____

Do you have a financial aid Work Study award for the FALL 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 FALL 2018 in clubs, organizations, volunteering, etc...

Please mark all the days and times that you **WILL BE AVAILABLE TO WORK** in FALL 2018 (August 23 – December 14)

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

Notes on schedule _____

Describe what an SI Session is. (Have you ever attended an SI session? Yes__ No__ If yes, what subject_____)

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 public speaking?

This job will require that you promote SI sessions 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 at work or in school?

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

How will you benefit from being an SI Coach, both personally and professionally?

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 in collaborating with others in any setting.

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

Education (Please also include education you received from outside of the USA.)

High School		From	To
College		From	To
Trade School		From	To

Work, Internship, and Volunteer Experience (Include information even if your experience was gained outside of the USA.)

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			

Educational References

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.

1. _____

Name	Course	Institution	Email or Phone Number
------	--------	-------------	-----------------------

2. _____

Name	Course	Institution	Email or Phone Number
------	--------	-------------	-----------------------

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 the SI Program reserves the discretionary right to hire and terminate SI Coaches at will, without probable cause. I understand that a hiring quiz will be administered to all applicants in order to assess current level of course knowledge. I understand that I will be given an interview that simulates an SI session to determine my hiring aptness.

Signature

Date

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

The SI Coach interviews are assigned on a first-apply basis.

Please submit application and unofficial transcripts in person or through email

Luis Barrueta, M.S., SI Coordinator MBA Building Room 329 lbarrueta@elcamino.edu 310-660-3612

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

updated 5-12-2018