### SPRING 2021 El Camino College

Supplemental Instruction (SI) Coach Job Description

(Please save this job description page for your reference.)

#### NOTE: ALL SPRING 2021 JOB DUTIES WILL BE VIRTUAL THROUGH ZOOM VIDEO.

#### **Hiring Steps:**

- 1. Download from the El Camino College SI Program webpage.
- **2.** Email the completed application, along with unofficial transcripts from ECC and/or other colleges you have attended to lbarrueta@elcamino.edu.
- 3. Take a course-specific hiring quiz through the internet to assess your current knowledge of the course content.
- 4. Schedule an interview.

A typical SI Coach work-week involves approximately 8-14 hours, depending on the course:

- 3 to 8 hours attending class lectures/labs.
- 2 hours planning SI sessions.
- 2.5 hours facilitating SI sessions.
- ½ hour meeting with course instructor.
- 1 hour attending SI staff meeting (6 meetings per semester).

#### **QUALIFICATIONS**

- Enjoy interacting with other students.
- Have a good understanding of the content in the course you want to coach.
- Be comfortable interacting with students, staff, and faculty.
- Be able to commit to working an average of 8-14 hours per week for the entire semester.
- Have a minimum cumulative GPA of 2.0.

#### **RESPONSIBILITIES**

- Assist students with course content and academic development.
- Attend all virtual class lectures.
- Conduct two 75-minute SI sessions per week through ZOOM.
- Meet with the SI instructor once a week.
- Attend 6 staff meetings through ZOOM.

#### **BENEFITS**

- Gain invaluable experience for personal and professional growth.
- Learn highly sought-after communicative, professional, and technical skills through telecommuting.
- Improve your leadership, administrative, organizational, and communication skills.
- Learn to manage and motivate groups of people.
- Develop collegiate camaraderie, increase self-confidence, and become a more efficient learner.
- Earn \$15.00/hr.

Please email application and unofficial transcripts of all colleges attended.

# Supplemental Instruction (SI) Coach Application - SPRING 2021 Start Date: February 9, 2021

## NOTE: ALL JOB DUTIES WILL BE PERFORMED VIRTUALLY THROUGH ZOOM VIDEO

Date Ma	ajor	ECC ID#	Cell Include A	Email Area Code		
Name First Name	Mid Intl.	Last Name		How did you hear abo	ut the position?	
Address Street Address	s City		State Zip Code			
*SI shift consist	ts of the days/times	s the class meets	and the days/tim	es that the SI ses	sions take place.	
Please list in order of 1	preference the course or c	ourses that you would	like to coach. Include t	he section number if yo	ou know it.	
Biology 10 ~ M	Math 130, 150, 170, 180	, 190 ~ Microbiolog	gy 33 ~ Political Scien	ce 1 ~ Psychology 5 ~	~ Physics 1A, 2A ~ Phy	ysiology 31
1 <sup>st</sup> Preference 2 <sup>nd</sup> Preference			3 <sup>rd</sup> Preference			
NOTE:You	u must be at least 1	8 years old by 2-	9-2021 in order to	work as an SI Co	ach for SPRING 20	)21.
I will submit to a (fr I will be at least 18; Which courses will; Which courses will; Will you be employ Are you an Internati Have you ever or do	nd the mandatory SI (ree) background check. years of age by 2-9-202 you be enrolled in at Equation (rectangle) and the enrolled in at an ed elsewhere in SPRIN onal Student? Yes be you currently work at the your anticipated inv	Certain criminal red (initial) CC during SPRING (other school in SPR (G 2021? Yes N No El Camino College?	cords are admissible for 2021? ING 2021? No If yes, how man Do you have a soc 2 Yes No If y	or employment (in the content of the	initial)  Yes No ering, etc	
	Monday	Tuesday	Wednesday	Thursday	Friday	
Write Your Spring Work Availabilty						
Have you ever atten Describe what an SI	ded an SI session? Ye	s No If ye	es, what subject			
What are the duties	of an SI Coach?					
Why do you want to	be an SI Coach?					
SI Coaches promote	SI and speak to the cla	ass on a weekly basis	s. How comfortable a	re you with public spe	eaking?	
	a will receive construct			ever received constru	ctive criticism at work	or school?

SI Coaches create SI sess lectures. Why do you thin		tating the SI sessions. This is similar to	what instructors (	do to plan their
Have you ever participate What are some benefits o		No If yes, what subject		
		tnership with their SI professors by me perience in coordinating something wit		basis.
·	be the greatest challenge fo			
	ide schools you attended in a di	fferent country.)	From	То
High School College			From	To
	City, State, Country	nce (Please include work you performedn  Supervisor Name & Title	a different country.  Dates of Emp	) ployment
Phone Number	Your Position	Reason for Leaving	From	То
Duties & Responsibilities	5			
Company Name	City, State, Country	Supervisor Name & Title	Dates of Emp From	ployment To
Phone Number	Your Position	Reason for Leaving	-	
Duties & Responsibilities	3	L		

My references may be contacted. I am not guaranteed a position regardless of my qualifications and experience.

The SI Program reserves the discretionary right to hire and terminate SI Coaches at will, without probable cause.

Please email completed application and unofficial transcripts of all colleges attended <a href="mailto:lbarrueta@elcamino.edu">lbarrueta@elcamino.edu</a>.

Luis Barrueta, M.S., SI Coordinator

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