

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](mailto: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.

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

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SI Coaches create SI session plans as a guide to facilitating the SI sessions. This is similar to what instructors do to plan their lectures. Why do you think this is important?

Have you ever participated in a study group? Yes      No      If yes, what subject

What are some benefits of group-studying?

SI Coaches are required to develop a constructive partnership with their SI professors by meeting on a regular basis. Why do you think this is important? What is your experience in coordinating something with other people?

What do you think would be the greatest challenge for you as an SI Coach?

**Education** (Please include schools you attended in a different country.)

High School		From	To
College		From	To

**Work, Internship, and Volunteer Experience** (Please include work you performed in a different country.)

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

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