Supplemental Instruction Coordinator

Terms of Employment: This position is funded by a grant from the National Science Foundation. The position is limited to 30 continuous months of employment with a preferred start date of 3/1/22 and a termination date no later than 8/31/25 at the end of the project period.

Annual Salary: $47,000, plus benefits

Position Description:

The Supplemental Instruction (SI) Program Coordinator will provide student academic support programs and services to facilitate student persistence, particularly in high DFW courses. The SI Program Coordinator will oversee the recruitment, training, and supervision of the SI leaders and assure the implementation of their roles follows all regulatory, legal, and university standards while also meeting the goals and objectives of NSF grant funded activities. The SI Coordinator will be responsible for promoting the SI program to faculty and students and maintaining lines of communication between students, participating course instructors, and SI leaders. The SI Coordinator will be responsible for management of administrative and operational activities pertaining to the SI program at North Park University. Working collaboratively with the HSI-STEM grant team, the SI Coordinator will contribute to the assessment of the SI program. Schedule flexibility and some travel will be required. Candidates must have strong interpersonal and organizational skills and knowledge of Microsoft Office programs (Excel, Teams, Word, etc.).
Qualifications:

1. Bachelor's degree or higher in STEM, Education, or related field
2. Minimum of two (2) years of experience in related program of field within higher education
3. Familiarity with Supplemental Instruction (SI)
4. Minimum of one (1) year of experience supervising undergraduate students
5. Demonstrated experience working within a diverse population of students, faculty, and staff
6. Demonstrated experience developing and managing in-person and online academic support programs
7. Demonstrated experience leading a Supplemental Instruction pedagogy course, particularly in chemistry, physics, or biology
8. Strong verbal and written communication skills and comfort working with groups

Duties and Essential Responsibilities:

1. Coordinate all aspects of the SI program and expand support for SI leaders as needed
2. Design and maintain SI leader training materials and courses
3. Oversee the onboarding, training and ongoing instruction of SI leaders
4. Maintain relationships with SI faculty and SI leaders (develop MS Teams courses, create attendance rosters, bi-monthly communications, review SI lesson plans)
5. Supervise and observe SI sessions to provide feedback, including bi-monthly assessment of SI leaders
6. Assess and develop strategies to address individual course needs
7. Collaborate and communicate with faculty to expand supplemental instruction
8. Identify and secure campus space required for the SI program
9. Provide resources for SI leaders (access to Canvas course shells, online teaching and learning strategies, etc.)
10. Collect and manage SI program data (DWF, attendance, SI leader self-assessment, Student pre/mid/post semester survey, etc.) on a quarterly basis
11. Analyze SI program data, assess the effectiveness of program services and resources, and develop conclusions for program policies

General Hours:

8:30am to 4 pm Monday through Thursday. Hours are subject to change with the needs of the project.