

## **Nassau Community College - Collegiate Science and Technology Entry Program (CSTEP) Supplemental Instructor (SI)**

The Collegiate Science and Technology Entry Program (CSTEP) is seeking an organized, positive, and student-centered candidate for the position of Supplemental Instructor (SI) for the 2020-2021 academic year. The SI will provide targeted academic group sessions while building a sense of community for certain at-risk student populations. The SI will audit courses as necessary, work collaboratively with the course instructors to facilitate relevant, up-to-date support sessions based on course content being taught each week, and be trained in successful peer coaching techniques. In addition to weekly SI sessions, SIs may also coordinate review sessions around exam times. Supplemental Instruction study groups and review sessions are open to any student enrolled in the course and the CSTEP. The SI will work directly with the Assistant Director in supporting the mission and goals of the program.

### **Duties and Responsibilities**

- Train in appropriate academic success methods on topics such as time management, study skills, note-taking skills, productivity management, etc.
- Audit assignment course on a weekly, bi-weekly or as necessary basis
- Provide 1 hour instruction sessions, support, and motivation to students during normal business hours Monday – Friday with the possibility of evening and weekend hours
- Manage follow-up session coordination after initial student assignment(s)
- Document and maintain group session notes for each student using Microsoft Teams
- Make appropriate referrals when necessary to other campus departments and organizations
- Collaborate with the Assistant Director in overseeing group sessions and student progress

### **Priority Courses**

- BIO 109 - General Biology I, BIO 110 - General Biology II, BIO 201 - Anatomy, BIO 202 - Physiology
- CHE 151 General Chemistry I, CHE 152 General Chemistry II, CHE 201 Organic Chemistry I, CHE 202 Organic Chemistry II
- MAT 111 - Pre-Calculus, MAT 122 - Calculus I, MAT 123 - Calculus II, MAT 102 - Introduction to Statistics
- PHY 101 - General Physics I, PHY 102 - General Physics II
- PSY 203 General Psychology I

### **Qualifications**

- Must be enrolled full-time in a Nassau Community College undergraduate program for duration of assignment
- Be currently or become enrolled in the Collegiate Science and Technology Entry Program (CSTEP)
- Demonstrate proficiency (3.3 on a 4.0 scale) in course of audit or an equivalent course
- Exhibit strong interpersonal and active listening skills
- Ability to communicate and collaborate with a diverse population, including a variety of constituencies (students, professional staff and faculty)
- Initiative, attention to detail and ability to work independently and collaboratively
- Must be available to attend virtual training prior to the start of the 2020-2021 academic year appointment, (TBD).

### **Compensation**

This assignment includes a base stipend for the academic semester of \$1,350, paid bi-weekly. Ten hours of work per week is expected, which may include some evenings and weekends.

It is anticipated that the assignment will be for one academic semester; however, based on funding, performance considerations, and continued eligibility, the position may be renewed for an additional semester, and will be contingent on an applicant being accepted and maintaining enrollment in an appropriate undergraduate program at Nassau Community College.

**To Apply**

Interested candidates who are currently Nassau Community College undergraduate students and enrolled CSTEP students should submit an application via [Purple Briefcase](#).

Candidates not currently enrolled in the CSTEP should visit [CSTEP at NCC](#) for eligibility requirements, fill out and [Application](#) directly or contact [cstep@ncc.edu](mailto:cstep@ncc.edu).