



Supplemental Workshops in Science (SWS)

ON-CAMPUS EMPLOYMENT OPPORTUNITY

POSITION INFORMATION

Title:	Workshop Facilitator
Hours/Salary:	16 hrs/week for ten weeks \$10.14-\$10.66/hr
Time Period:	On-going during the academic year (summers off)
Requirements:	<ul style="list-style-type: none">•As/Bs in target lecture class. Prior experience in leading small groups a plus.•An overall GPA of 3.0 or above.•Currently enrolled at Cal Poly and in good standing
Supervisor:	Maria Arvizu-Rodriguez, Coordinator, Supplemental Workshops in Science
Office Location:	Student Academic Services – Hillcrest (Bldg. 81)
Phone/email	(805) 756-2301 • marvizu@calpoly.edu

PROGRAM INFORMATION

Supplemental Workshops in Science, sponsored by Student Academic Services, has been an academic retention program at Cal Poly since fall quarter 1991. It provides qualified peer facilitators that lead bi-weekly discussion groups for classes in the areas of biology, chemistry, soil science, and business statistics.

SUMMARY OF DUTIES AND RESPONSIBILITIES

- *Duties:*
 1. *Group Leadership* – attend lectures for your target class; take notes, and prepare lesson plans weekly. Lead two workshops twice weekly for 1.5 hours (total: 6 hours per week). Meet with professor weekly. Develop worksheets and practice quizzes to aid students in concept mastery. Take roll at all workshop sessions. Administer program assessment at end of quarter. Assign grades of CR/NC.
 2. *Meetings* – attend weekly staff meetings on Tuesdays at 11 AM.
 3. *Training* – complete *the Instructional Student Assistant Training* provided by Student Academic Services (usually offered Friday afternoon on Week 2 and Week 3 of the quarter) within two quarters of hire. Attend annual staff training meeting in September (usually the Friday before Fall quarter begins) or as arranged by program coordinator.
- *Personal Skills:* work compatibly with students and staff members. Proactive self-starter. Well-organized and handles time well; anticipates future events. Excellent verbal and written communication skills. Regular use of email and internet. Ability to interact appropriately with people regardless of culture, socio-economic level, sex, ethnic origin, and other traditional stereotypes.

APPLICATION PROCESS

1. Complete and submit an application. Obtain and return application at Student Academic Services, Building 81, or download/email via: <http://sas.calpoly.edu/sws/index.html>
2. Upon receipt of your application, you will be contacted and informed if positions are available or if your application will be kept on file to be considered for upcoming openings. If positions are currently open, you will be contacted to set up a 20 minute interview.

Application Deadline: open until filled

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