# Georgia State University

## Job Specification

**Job Title:** Coordinator, Supplemental Instruction

**BCAT Code:** 09JX62  
**Effective Date:** April 1, 2012

**Pay Grade:** G15  
**FLSA Status:** Exempt  
**Revision Date:** November 1, 2014

### General Description
Directs all aspects of academic support and programming associated with the Supplemental Instruction (SI) Program. Works with the Georgia State University (GSU) faculty who participate in the program. Directs all training and supervision of the peer tutors who work with the program. Documents and assesses all aspects of the SI Program.

### Examples of Duties
- Serves as the primary program liaison to faculty.
- Encourages and facilitates faculty engagement with the SI program.
- Handles any issues that arise between faculty and SI peer tutors.
- Recruits and trains up to 200 SI leaders every semester; evaluates and provides feedback on the effectiveness of every SI leader each semester; coordinates and oversees activities of SI leaders.
- Develops, maintains, and updates policies and procedures of the SI program.
- Assesses and evaluates all aspects of the SI program, such as tracking participation and the quality of the supplemental instruction support; summarizes, comprises, and communicates the results in the form of an assessment report each semester.
- Maintains confidential student records, such as the grades earned in the semester courses, and supplemental instruction session attendance.
- Manages the SI office and SI budget.
- Supervises the SI staff.
- Works effectively with campus partners to ensure the effective administration of all aspects of the SI program, such as the hiring of students, and the placement of all SI sessions.
- Works with the Assistant Director of Academic Support and the Assistant Vice President for Student Retention on student support initiatives designed to facilitate the retention, progression, and graduation of GSU students.
- Assists in the development of online academic support and other tutoring initiatives.
- Markets and presents the SI program on campus.

### Knowledge, Skills and Abilities
- Knowledge of University policies and procedures, general academic guidelines.
- Knowledge of University scheduling procedures.
- Technological skills to run financial and academic transactional systems.
- Effective time management, customer service, and organizational skills.
- Effective oral and written communication skills.
- Ability to use independent judgment in complex situations.
- Ability to supervise and direct the work of others.

### Minimum GSU Hiring Standards
Bachelor’s degree and two years of related experience; or a combination of education and related experience.

*The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.*