



Cleveland State University

Undergraduate Studies *Tutoring & Academic Success Center*

SLA Leader

Position Summary: Leaders facilitate learning through various collaborative learning techniques, methods, and activities via Zoom that encourage critical thinking and prompt students to develop their understanding of ENG 101 concepts. This position may work up to 20 hours per week.

Position Accountabilities:

- Facilitates SLA sessions each week (days/times dependent on ENG 101 section days)
- Meets and communicates regularly with individual instructors
- Attends all remote class lectures for targeted course(s) and takes notes
 - If supporting an in-person course, SLA leaders are required to schedule weekly remote meetings with their instructor to discuss lecture topics to plan for SLA sessions
- Documents session attendance
- Prepares and submits weekly planning sheets and session activities
- Creates and manages resources
- Attends mandatory remote bi-weekly meetings with assigned SLA Graduate Assistant
- Completes all job requirements as outline in TASC's Student Employee Policies & Expectations
- Models ideal student behaviors while facilitating learning by providing an engaging and pleasant working atmosphere, with strong emphasis on building professional relationships with students, faculty, and other leaders
- Models and encourages collaborative study strategies
- Promotes professionalism and contributes to a friendly and productive learning environment
- Attends mandatory training sessions
- Respond to ALL emails and calls from TASC, students, and instructors on same business day
- Upholds all TASC's policies and procedures
- Completes additional student worker requirements by the due dates specified for that semester. Examples include:
 - One (1) peer observation per position
 - Four (4) TASC discussion boards
 - Responsible Employee online training
 - Student worker Reflection essay
 - Attends remote bi-weekly meetings

Position Requirements:

- Maintains a 3.0 GPA or higher
- Must have earned an A grade in any course led
- Thorough understanding of the basic concepts in a variety of subject areas
- Must possess a laptop or pc with camera and audio for Zoom sessions

- Must exhibit knowledge of study skills and effective learning habits
- Effective communication skills and the ability to communicate difficult concepts
- Able to utilize strong critical thinking skills and the creativity to teach others to develop critical thinking skills
- Highly adaptable and willing to learn and implement new strategies for learning
- Utilizes Word, Excel, PowerPoint, and internet effectively