

SJSU Learning Assistant Job Announcement



Peer Connections

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SJSU Learning Assistant (LA) Job Description

Learning Assistants work in a small teaching team with faculty members who are invested in implementing 'hands on,' application-based learning in and outside the classroom. From an LA's perspective, that might include facilitating group discussion, guiding student groups through problem sets, or helping students understand key concepts. Learning Assistants also work closely with faculty and staff to provide feedback to them about the course and how students feel about the course materials. Learning Assistants do not grade, hold office hours, or lecture.

Qualifications:

For consideration, candidates must possess the following qualifications:

- Must be making progress towards earning a degree.
- Must be enrolled in at least 6 units as an undergraduate or at least 3 units as a graduate student.
- Minimum grade point average of 2.75 or a 3.0 for 2 consecutive semesters prior to the hiring semester.
- Strong organizational, interpersonal, and communication skills.
- Demonstrated above-average creative problem-solving, critical thinking, patience, & decision-making skills.
- Ability to work in a diverse, team-driven environment with a variety of students, faculty, and staff.
- Friendly, respectful, and professional demeanor with a positive attitude.
- Willingness to accept supervision and constructive feedback and to implement recommendations for improvement as directed.
- Must be available to attend in-person Peer Connections training on weekdays January 16-23 2024 from 9am-5pm. Note that all hiring paperwork must be completed prior to starting training (January 8th). **Training days and times may adjust and change within this timeframe.*

- Must attend weekly in-person training meetings on Fridays from 10-11:30am or 1:30-3pm for the first semester of employment, and in-person meetings on designated Thursdays from 4:30-5:45pm. First-time LAs may be required to participate in a 3 unit SCED 174 class on Fridays from 10:00am - 11:30am or 1:30pm - 3:00pm for the first semester of employment. *(Any exceptions to the minimum eligibility qualifications can only be granted at the sole discretion of the university.)*

Definition of a Learning Assistant

A Learning Assistant is an undergraduate student who is able to work closely with faculty and staff to provide feedback to them about the course and how students feel about the course materials. LAs work in a small teaching team with faculty members who are invested in implementing 'hands on,' application-based learning in and outside the classroom. From an LA's perspective, that might include facilitating group discussion, guiding student groups through problem sets, or helping students understand key concepts. Learning Assistants do not grade, hold office hours, or lecture.

Role of the Learning Assistant

1. LAs will attend as needed meetings with the Learning Assistant Coordinator every week for further training.
2. LAs will attend course preparation meetings with their faculty to discuss what students struggle with and what they will learn next week.
3. First time LAs will need to attend a pedagogy training class that introduces them to educational research, active learning, and various strategies to support students, such as helping students engage in active group discussion.
4. LAs help enhance student active learning in the moment.
5. LAs will also give instructors feedback on what they noticed students were struggling with in class.

Learning Assistant Responsibilities

1. Meets with their course instructor at least once a week to prepare for future class sessions and discuss student interaction with the course itself.
2. Joins and facilitates group discussions to help elicit student active thinking and shared group understanding.
3. Uses various educational research strategies from the pedagogy course, such as eliciting student ideas, active listening, and facilitating group discussions.
4. Completes and submit all administrative tasks **correctly and on time**, such as assessments and payroll records.
5. Works as a productive and collaborative member of the Peer Connections team.
6. Responds appropriately to constructive feedback and supervision from the supervisor.
7. Arrives to and finishes scheduled work sessions on time.
8. Follows the initial work schedule for the entire semester unless otherwise approved by the supervisor.

9. Attends all scheduled staff and training meetings and participates by proposing initiatives, addressing concerns, supporting colleagues, clarifying questions, and engaging in discussions on current topics or scenarios.
10. Is familiar with Peer Connections policies, procedures, and forms, which include (but are not limited to) the Code of Ethics, e-mail, use of name tags and name cards, Canvas and Spartan Connect procedures, Professional Development Log, and payroll submissions.
11. Educates the SJSU community about Peer Connections by participating in outreach opportunities such as: making faculty contacts and/or class announcements, distributing program materials, and working publicity events.
12. Discusses concerns or suggestions regarding the program with the supervisor.
13. Completes other assigned duties in compliance with the United Auto Workers (UAW) 4123 (Unit 11) contract.

Employment Information

- Students can apply for learning assistant positions regardless of work-study eligibility.
- Learning assistants are employed on a semester basis and contracts are subject to renewal each semester.
- Learning assistants are paid for their scheduled work, completing administrative work and attending staff meetings and training sessions.
- The LA Coordinator determines the work schedule based on need, availability, and skill. Learning Assistants typically work between 8 and 15 hours per week. Exceptions to the minimum number of hours are granted only by the LA Coordinator.
- Learning assistants must earn a minimum SJSU GPA of 3.0 each semester. LAs are encouraged to speak with their supervisor as soon as they notice they are having a difficult time managing their class(es), work, or personal life, rather than wait until the end of the semester. The professional staff are here to assist and support tutors, just as LAs are here for students. Any LA who does not maintain a semester 3.0 GPA is responsible for arranging a meeting with their supervisor as soon as they receive their grades to discuss their eligibility to continue with their employment.
- Student staff members must meet a consistent GPA requirement to work at Peer Connections. LAs will not be re-hired if they have two semesters with an SJSU GPA below 3.0 (whether these semesters are consecutive or not) or if their SJSU cumulative GPA falls below a 3.0. If an LA is hired under the condition that their SJSU cumulative GPA was under 3.0, but they had two consecutive semesters above 3.0, that LA must maintain a SJSU semester GPA above 3.0 or they will not be re-hired. If an LA is not re-hired because of their GPA, they can re-apply once their **semester and cumulative** SJSU GPA are above 3.0. Exceptions can only be made in consultation with the LA Coordinator and the Director.

Employment Privileges

- LAs receive priority registration after they have been employed at Peer Connections for one semester, have been meeting all performance expectations, and will be continuing to work in Peer Connections the following semester. Priority registration allows SI Leaders to enroll in their classes before the general student population, so they can arrange their class schedules in

order to attend their assigned classes, mandatory staff meetings, and professional development opportunities.

- While employed at Peer Connections, LAs are eligible to receive reduced parking fees through SJSU Parking Services.

Compensation:

Learning Assistants receive a starting salary of \$17.60/hour.

Application Process

Applications are available at: <http://peerconnections.sjsu.edu/>

Applications are due October 31st at 11:59pm.

Hiring for Peer Connections Peer Educators will take place throughout the following dates:

- October 2-31 2023: Applications available
- November 13th 1-5pm or November 14th 1-5pm: Interview Process
- Late November - early December 2023: Decisions and paperwork

Please note that these timelines may change (earlier or later) depending on the applicant's completed application status, interview date, and program/course needs.

For questions about the hiring process, please contact Ashley Defensor:

- Ashley Defensor, Learning Assistant Coordinator
- Ashley.Defensor@sjsu.edu