

REVISED 3/13/25

SLA Facilitator Job Description

PLEASE APPLY USING THE APPLICATION ON OUR WEBSITE. Applications submitted through Workday will not be reviewed. SLA Facilitator application deadline is Tuesday, April 15, 2025.

Office Information

SLA Facilitators report to the Coordinator of Tutoring and Supplemental Instruction in the GVSU Tutoring and Reading Center but also work closely with their assigned faculty member and other SLA facilitators.

Job Description and Purpose

Structured Learning Assistance (SLA) is a form of peer-led Supplemental Instruction that is available in some high-risk courses at GVSU. Supplemental Instruction is a form of peer-tutoring that focuses on collaboration, group learning, and interaction to help students succeed in historically difficult courses with high rates of poor grades or withdrawals. In their SLA sessions, students are provided with course-specific learning and study strategies like notetaking, test-taking, reading skills, and more while also engaging in structured review and study time with a group of their peers.

What does an SLA Facilitator do?

- Attend all class sessions for assigned course section ([See this list for specific courses and sections we are hiring for](#))
- Prepare weekly review sessions that address difficult course content while engaging students in active learning activities (training provided)
- Meet regularly with course faculty and collaborate on how to best support students in the course
- Maintain a professional attitude about matters such as class standards, grades, and student concerns
- Share SLA session materials with the faculty member before use, if requested by faculty
- Attend SLA pre-semester training and on-going professional development meetings throughout the semester
- Work closely with assigned peer mentor and SLA Coordinator to address concerns and issues
- Returning facilitators (2nd semester in role and beyond) also assist with observing other facilitators and providing feedback on sessions and facilitation skills 3x per semester

An SLA Facilitator does *not*:

- Re-lecture
- Answer faculty addressed e-mails
- Grade assignments and exams
- Teach the class in the instructor's absence
- Facilitators are NOT TAs!

For more information about SLA and the Facilitator role – including FAQs – [please see our website](#).

Being a facilitator has a lot of benefits (including being one of the highest-paid student jobs on campus), but here are a few more...

- You will be a better student
 - Facilitating helps you solidify content knowledge
 - It helps you develop strong learning habits
- Improves communication skills
- You get to meet new people on campus
 - Work closely with faculty and TRC staff
- Gain leadership and speaking experience
- Helping people is rewarding
- It looks great on your resume!

Hours

Most SLA facilitators work about 8-10 hours per week. However, specific times vary from facilitator to facilitator. Interested applicants should be able to commit to the following:

- Attending 3-4 hours of class lecture per week (traditional class time)
- Attending 1-4 hours per week (depending on the class) of SLA session time, led by you – the facilitator.
 - For most classes, this means preparing 1 lesson plan per week (2 for STA-215) and facilitating that plan for multiple groups of students.
- 1 hour per week for professional development/staff meeting (shifts to every other week later in the semester).
- 2-4 hours of preparation time – this flexible time that can be done on your schedule

Facilitators may work other jobs on- or off-campus, but students may work no more than 25 hours per week (20 for international students) across all on-campus employment.

Qualifications

- Be an **undergraduate student** currently enrolled in at least 6 credit hours at GVSU
- Have received a B+ or higher in the course(s) that you wish to facilitate
- Have at least a 3.0 cumulative GPA
- Good communication, interpersonal, time management, and organizational skills
- Work well with people of different backgrounds and experiences
- Patience and empathy when working with others, especially students who are struggling to understand course concepts and material
- Believe that all students can learn anything under the right conditions and are willing to help students find and create the conditions that allow them to learn best, even when the material is challenging for them.

Interview Process and Start Date

Application deadline is Tuesday, April 15, 2025. Applications submitted after this date will be reviewed only if positions are still available.

If selected for an interview, you will receive an email at your GVSU email address the week of April 14, 2025, with a link to book a 30 min interview time. **Interviews will take place between Wednesday, April 16 and Friday, May 9, 2025.** Interviews can be in person (Allendale) or via Zoom.

Applicants for CHM, MTH, and STA courses will also need to complete a 30 min content check sometime after their interview. Content checks will take place between Monday, April 21 and Friday, May 16, 2025.

We hope to have all hiring decisions made by the end of May.

Start Date: Fall 2025 semester or Winter 2026 semester.