

SI Beyond Campus: use your SI skills to get hired!

*Rose Evard – Peer Tutor, Supplemental Instruction Leader and
Mentor*

*Bridget Byrne – Supplemental Instruction Leader and Student
Trustee*

Middlesex Community College – Bedford & Lowell, MA



Table of Contents

- Introduction
- Resumes – Accentuating power skills and experiences
- Cover Letters – Using your experiences to emphasize your character or fit for the job
- Interviews – Telling your story to present strong power skills
- Raffle!



Activity 1

- Using the **pink** index cards handed out, write a two-to-three bullet description for SI.
- Feel free to turn to a partner and write jointly!
- You'll be given five minutes



What's a power skill?

- Power Skills:
 - “The people skills that help us interact with the world around us”
 - Highly transferable and developed well through SI
 - Can be learned and improved upon
 - Unquantifiable but can have varying skill levels



SI Resume Do's

- Describe SI thoroughly using verbs to imply/express power skills
 - “Plans and facilitates two weekly study sessions”
- Use your full title
- Mention any training received
 - “Participated in 15 hour training plus additional monthly training”
- If space, mention collaboration with professors



Resume Example: Rose

Work Experience

Supplemental Instruction Leader, Middlesex Community College

Fall 2017-present

- Planned and facilitated two interactive group study sessions per week to support General Biology 2 course to help students understand course material and develop appropriate study skills
- Assisted in labs, modeled exemplary student behavior, and answered questions via email
- First dual-enrollment student to receive MCC's SI Leader certification

Supplemental Instruction Mentor, Middlesex Community College

Fall 2018-present

- Planned training of new Supplemental Instruction Leaders and monthly department meetings
- Observed other SI Leaders' sessions and provided constructive feedback

Note:

Verbs imply power skills (time management, leadership, communication)

Also mentions achievements



Resume Example: Bridget

Current Resume for Biotechnology Positions:

SUPPLEMENTAL INSTRUCTION LEADER for Introduction to Engineering Spring 2018 - present
Certified by the International Center for Supplemental Instruction after completing training
Create and implement two one-hour sessions per week to further student understanding of concepts
Regular communication with professor, students, and supervisors for feedback and additional training
Co-Presenting at conferences and workshops

Note:

Verbs imply power skills

Mentions faculty communication and training



Cover Letters

- Two types: Specific prompts and known descriptions, and vague/open prompts and descriptions
 - Prompted: find a way to illustrate SI experience within it
 - Less prompted: find a smooth way to integrate SI experience



Cover Letter Example: Bridget

I am a Supplemental Instruction Leader for Intro to Engineering and frequently work with and communicate with students of diverse populations. I am familiar with scientific and technical writing and have created guides and fact sheets for the Writing Centers to aid tutors working with STEM students.



Activity 2

- Draw a power skill from the hat
- On the front your **blue** index card, put the power skill
- On the back, jot down an example of when you used that skill (or when you could)
- Tell you story to the person next to you



Interviews

- Three general types:
 - Informal Interviews
 - Formal Interviews
 - College Interviews
- Discuss experiences during any type
- Always explain your role and duties as an SI



Interview “Always-Mentions”

- Recommendations required from faculty
- The official application process
- Training, training, training
 - First training, mid term training, extra training
- Power skills developed from SI
- Community involvement
- Trusted position



Informal Interview specific

- Try to slip SI in however you can
- Ex: On campus job
 - Name drop your professor.
 - Explain how you're already a student-faculty liaison
- College Interview?
 - Talk about personal growth from SI
 - Why you chose the subject you did



Formal Interview

- Write official statement about SI beforehand
- Bring in certificate
- Use power skill-based stories
- Official college position
- Mention relevant workshops you've attended
 - Ex: Cultural Competency, ELL student awareness, day in the life of a researcher



Activity 3

- On your **green** index card, rewrite your description for SI using what we've discussed
- Feel free to write alone or jointly!
- You'll have 5 minutes



Questions?

Thank You!

Rose Evard (revard@mail.middlesex.edu)

Bridget Byrne (bbyrne3@mail.middlesex.edu)

www.middlesex.mass.edu/ace/

