Florida Gulf Coast University
Instructional Support Leader Position Description

Minimum Qualifications:

Current FGCU student with an overall GPA of at least a 3.0 and a B+ or better in the course(s) covered. Submit application and at least two recommendation forms, but one for each course an applicant wishes to cover.

Job Duty:

1. Assists other FGCU students with understanding content knowledge and learning skills development within approved subjects.
2. Develops instructional support skills by attending training, reviewing subject content and material, and communicating with instructors.
3. Maintains accurate record keeping in the Instructional Support Tutoring Lab, SI classrooms, and Housing Tutoring Labs.
4. Works collaboratively with other Instructional Support Leaders and Center for Academic Achievement staff to ensure program effectiveness and communicates regarding program needs.
5. Maintains a professional and courteous attitude to all FGCU & CAA staff, students and others.
6. Promotes instructional support program and other CAA programs and services to other FGCU students.
7. Evaluates self in Instructional Support Leader role to improve skill development.
8. Maintains accurate payroll documentation.
9. Participates in other CAA workshops, programs, or services.
10. Other duties as assigned.

Shift Hours: Approximately 10 hours per week. Work hours are flexible around class schedule. Hours of operation are 9:00am-9:00pm. Some weekend and evening work.