Supplemental Instruction Leader
Austin Community College

Job Title	Supplemental Instruction Leader
Department	Staff
Institution	Austin Community College
	Austin, Texas
Date Posted	Dec. 16, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Student Aide/Worker
Academic Field(s)	Educational Services
Apply Online Here	https://apptrkr.com/6793923
Apply By Email	

Job Description

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Supplemental Instruction Leader

Austin Community College

Job Posting Closing Times: Job postings are removed from advertising at **12:00 A.M.** on the closing date e.g., at midnight on the day before the closing date.

Austin Community College employees are required to maintain a domicile in the State of Texas while working for the college and throughout the duration of employment. -AR 4.0300.01

If you are a current Austin Community College employee, please click this link to apply through your Workday account

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Austin Community College

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Austin Community College is a public two-year institution that serves a multicultural population of approximately 41,000 credit students each Fall and Spring semester. We embrace our identity as a community college, as reflected in our mission statement. We promote student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and workforce training, including appropriate applied baccalaureate degrees, in our service area.

As a community college committed to our mission, we seek to recruit and retain a workforce that:

- Values intellectual curiosity and innovative teaching
- Is attracted by the college's mission to promote equitable access to educational opportunities
- Cares about student success and collaborates on strategies to facilitate success for populations including; first generation college students, low-income students, and students from underserved communities.
- Focused on student academic achievement and postgraduate outcomes
- Welcomes difference and models respectful interaction with others
- Engages with the community both within and outside of ACC

Job Posting Title:
Supplemental Instruction Leader

Job Description Summary:
Attend pre-semester Supplemental Instruction (SI) Leader training. Support a course as an SI Leader by attending lectures, holding collaborative study group sessions (3hrs/wk), and taking care of basic administrative work (1hr/wk).

Job Description:

Description of Duties and Tasks

- This positions requires 6-8 hrs/wk per course supported (up to 2 courses)
- Attend class as a model student, and take notes
- Conduct 2-3 supplemental instruction (SI) sessions (3 hours total) per week
- Hold 1 hour of admin time per week
- Complete administrative tasks including session planning, updating attendance data, and

responding to emails from the SI Team
- Submit bi-monthly timesheets on time
- Advertise the SI sessions to the students in the class
- Complete all related SI Leader trainings

Knowledge

- Processes and procedures related to the departmental work being done.

Skills

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow-through.
- Maintaining confidentiality of work-related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Demonstrated proficiency using standard office software applications, Google Suite, Workday, and student information and database systems.

Required Work Experience

- Achieved an A or high B in the course being supported.
- Nominated by a faculty member.
- Overall GPA of 3.0 or higher.

Physical Requirements

- Work is routinely performed in a standard office or similar environment.
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing, and pulling.
- Occasional lifting of objects up to 30 pounds.

Safety

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.

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Pay Rate

$23.00/hour

Number of Openings:
8

Job Posting Close Date:
December 26, 2025

Clery Act

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.

Disclaimer

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. ACC reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees may be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by ACC at its discretion to enable individuals with disabilities to perform essential functions of the job.

To apply, please visit: https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Round-Rock-Campus/Supplemental-Instruction-Leader_R-8695

Contact Information

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Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Staff

Austin Community College

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