SMART Learning Commons Peer-Assisted Learning Facilitator (SMART PAL) Job Description - Math

The SMART Learning Commons is seeking to hire experienced students to serve as Peer-Assisted Learning (SMART PAL) facilitators for Math 1031 during the Fall 2007 semester, with the expectation of continuing on in support of either Math 1031 or 1051 for Spring 2008.

**Qualifications:** SMART PALs for Math 1031 must maintain a minimum 3.2 overall grade point average. Additionally, completion of Math 1031 with no lower than a “B” or demonstrated equivalent competency is required (E.g. excellent performance in a course for which Math 1031 is a prerequisite). Excellent communication and interpersonal skills are also essential for this position. Completion of Math 1051 with a “B” or better is a plus.

**Duties:**
- Facilitate two separate groups of students in weekly homework/study sessions where they will work in small groups on problems that have been assigned by the faculty member in charge of the course. Each group will meet for 50 minutes each week and will vary in size from about 12 to 20.
- Attend some of the lecture sections for the course you are supporting, read text and work through assignments.
- Coordinate PAL session activities with the course instructor and assigned TA.
- Attend a two-day training session the week before fall classes begin. You will be paid a stipend for this training (specific dates not yet available).
- Register for and actively participate in PSTL 3050/5050, a 1-credit professional development course.
- Attend bi-weekly meetings of all PAL facilitators with a PAL supervisor.
- Meet occasionally with a PAL supervisor individually to discuss session observations and plans.
- Provide handouts for sessions as necessary.

**Hours:** Weekly commitment may fluctuate due to training schedule, etc., but will average from 7 to 10 hours a week in support of two PAL groups.

**Credit opportunity:** This experience can qualify as a one credit directed study and/or a pre-teaching experience for the College of Education.

**Salary:** Bi-weekly stipend of $154, which covers hours spent in training, preparation, class attendance, and facilitating sessions for two sections. An additional stipend will be paid for the initial mandatory 2-day pre-semester training.

Application may be made to requisition #147147 at [http://employment.umn.edu](http://employment.umn.edu). Questions may be directed to Lynell@umn.edu.