

## **PAL Facilitator Position Description Valdosta State University**

### **Position Description:**

PAL Facilitators attend introductory classes and conduct group study sessions in subjects in which the PAL Facilitator has attained a grade of B or better. The PAL facilitates learning as a guide and coach to assist the student to become a successful, independent learner. The purpose of supplemental instruction is to increase and enhance mastery of concepts or applications of a specific course of study. Facilitators integrate effective study and learning strategies to maximize the student's potential for academic progress. As a member of the Academic Support Center team, Facilitators are expected to work with instructors and maintain ongoing communication with the Director and Assistant Director of the Academic Support Center. Facilitators are also expected to refer students to other appropriate college resources as needed. PAL Facilitation is a supplement to teaching.

### **Responsibilities:**

1. Attend all sessions of a 1000 or 2000 level section of a course in the PAL Facilitator's subject area of expertise. Take notes in class and complete all class reading assignments, etc. Conduct three one-hour or two ninety-minute group learning sessions per week per class section using materials from class, instructor, outside sources to develop the study group lesson plans. Develop learning group sessions using collaborative learning techniques.
2. Maintain a set 10-hour weekly schedule of work between attending class, conducting study groups and maintaining admin hours. The admin hours are used to complete weekly paperwork, attend meetings, conduct observations, complete training, meet with the instructor and ASC staff, etc.
3. Meet with the instructor of the courses for which you are providing facilitation to obtain permission to attend classes, discuss your role as a PAL Facilitator and obtain any information that will assist you to be an effective PAL.
4. Complete all required paperwork and training. Attend all meetings of the PAL staff. Meet regularly throughout the semester with course instructor.
5. Plan all sessions. Keep regular and accurate records of group learning sessions.
6. Make appropriate referrals to other campus resources and inform the Academic Support Center Director or Assistant Director of any referral.

7. Complete bi-weekly timesheets accurately and turn them in to the Office Manager on a timely basis.

**Position Qualifications:**

A PAL Facilitator must demonstrate an ability to quickly establish rapport and communicate well with students and the course instructor.

A PAL Facilitator must have an overall GPA of 3.25 or higher.

A PAL Facilitator must have completed the course they wish to support earning a B or better. A grade of A is preferred. Students majoring in the discipline are preferred.

A PAL Facilitator must have 2 faculty recommendations for the course they wish to support. Recommendation forms are available in the ASC. One recommendation should be from the instructor of the course.

Excellent interpersonal communication skills and ease in relating to people from varying educational, cultural, and social backgrounds.

Excellent level of responsibility, reliability, and punctuality.

Appropriate and professional behavior at all times.

Current enrollment as a VSU student, taking 6 credits or more.

Complete Academic Support Center application forms.

Interview with the Director and Assistant Director of the Academic Support Center

PAL Facilitators report to the Assistant Director of the Academic Support Center.

Positions are generally available in the following courses – ASTR1000, BIOL1010 and/or BIOL1030, BIOL1107 and/or BIOL1108, CHEM1200, CHEM1151 and/or 1152, CHEM1211 and/or CHEM1212, ECON1500, ENGR2500, GEOG1112, GEOG1113, GEOL1121, HIST2111 or HIST2112, PHYS 1111 and/or PHYS 1112, PSYC1101, SOCI1101 (with expansion planned including ACCT2101 and/or 2102, ECON 2105 and/or 2106, ENGL1101 and/or 1102, MATH1111, 1401, 2261 etc.)