SI Attendance Monitor Job Description

Center for Academic Success (CAS)

B-31 Coates Hall

Contact person and information:

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Requirements:

• Outgoing
• Reliable/dependent
• Available for training prior to beginning of semester
• Punctual
• Able to walk around LSU Campus
• Knowledge of the LSU Buildings
• Prompt response to email or text messages

Duties:

• Communicate with your SI leader about location and times for each session (via email or text)
• Bring necessary equipment to SI session to sign in students
• Be on time for the SI session and ready to sign in students
• Swipe the student’s tigercards correctly
• Ask students that pass by to sign in before entering the SI session

Rate of Pay:

Beginning SI Attendance Monitors make minimum wage and are given merit raises based on performance.

Hours:

Attendance Monitors need to be available during SI sessions. Most SI Sessions are between the hours of 3:00pm-8:00pm, Monday through Friday. There are usually Sunday sessions as well. Not all attendance monitors will need to be available on Sundays.