

About the Academic Success Center

The [Academic Success Center \(ASC\)](#) is the hub for academic support at Kent State University, including Supplemental Instruction (SI), Tutoring, Academic Coaching, Testing and Placement, and learning skills workshops. Employing over 150 students, we are one of the largest employers on campus. We are located in the Center for Undergraduate Excellence (CUE), rooms 112, 114, and 118.

Subject Tutor Job Description

A subject tutor for the ASC conducts tutoring sessions for various courses and establishes a peer teaching and learning relationship with one or more students. During these sessions, tutors work with students to promote an understanding of the subject-specific content and enhance students' confidence and independence by incorporating study strategies on how to understand the topics better. The ASC primarily supports over 100 courses across many subjects, as well as any additional courses a Tutor would like to support. A Tutor's schedule depends on their availability submitted at the start of the semester. The ASC stays within their provided hour limit and availability.

Types of Tutoring

Tutors are involved in three types of tutoring depending on the Tutor's course support list and availability.

- Scheduled Sessions
 - Supports all relevant courses
 - 50 minutes in length, then 10-minute intermission before another session
 - Students can sign up for one-time or recurring weekly appointments
 - Up to three (3) students at once, all in the same course with the same professor
 - Occurs in CUE 114, 2nd floor of the Kent State Library, or virtually
 - Sessions hosted in the day and evening
- Drop-in Sessions
 - Supports Math, Chemistry, and Physics – occasionally other subjects
 - Tutors stationed at locations to support specific courses as students come in
 - No student pre-scheduling required; walk-in only
 - Located on the 2nd floor of the Kent State Library and select residence halls
 - Library – day and evening
 - Residence Halls – evening only
- Classroom Assistance (CA)
 - For lower-level math courses, Tutors work directly in the classroom with faculty
 - Stationed to answer student questions and assist during their independent work
 - Not involved in grading, creating assignments, or leading class

Other Responsibilities

- One (1) Study Hour per week required – up to two (2) per week
 - Paid time to review content and prepare for upcoming sessions

- Biweekly staff meetings – all paid
 - Meet with a mentor for job guidance, then work on professional development
- Training – all paid
 - Some online training required, approximately two (2) hours
 - Pre-semester training required just before the semester begins
 - If needed, early dorm move-in will be organized and covered by the ASC

General Qualifications

- Strong interpersonal and communication skills
- Ability to work with diverse populations
- Patient and flexible
- Self-disciplined and respectful

Academic Qualifications for Position and Course Support

- Minimum 3.000 Cumulative GPA
- Earned a "B" or above in the courses they would like to tutor
- Transfer, Advanced Placement (AP), and CCP course credits are accepted if a fully equivalent transfer
- If proficient in a language but have not completed a course for it, you are subject to faculty review to be considered for supporting the language

Pay and Time Commitment

- Starting at \$11.90 per hour
 - Opportunities for increases with lead positions, completing training levels, and time served
- A minimum of 6 hours per week to devote to tutoring
 - Availability and max hour limit are set by the Tutor and followed by the ASC
 - Maximum of 28 hours per week total, including any other currently held Kent State positions
- Attend biweekly meetings, complete study hours, and attend sessions

Apply online at: <https://www.kent.edu/asc/studentemployment>

For additional information, please contact:

Academic Success Center

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