KENT STATE UNIVERSITY
Academic Success
CENTER

Subject Tutor — Job Description

Program Overview

The Academic Success Center (ASC) is the hub for academic support at Kent State University, including Supplemental Instruction (SI), Tutoring, Academic Coaching, Testing & Placement, and learning skills workshops. Employing over 150 students, we are one of the largest employers on campus.

Qualifications

- Active undergraduate student status (registered for at least six credits) in good academic standing.
- Earned a "B" or above in courses desired to tutor (Transfer, AP, and CCP course credits accepted if fully equivalent transfer; support for languages a tutor is proficient in but has not taken a course for are subject to faculty review.)
- Strong interpersonal and communication skills.
- Ability to work with various populations and levels of experience.
- Self-disciplined and respectful

Compensation and Time Commitment

- Starting pay of $11.90 per hour, with opportunity for increases with lead positions, completing training levels, and time served.
- A minimum of 6 hours per week to devote to tutoring sessions, meetings, study hours, and additional responsibilities. Availability and max hour limit are set by the Tutor.
- Maximum of 28 hours per week total, including any other currently held Kent State positions. (Maximum of 20 hours for international students.)

For additional information, please contact:

Academic Success Center
Center for Undergraduate Excellence, Suite 114
(330) 672-3190
asctutoring@kent.edu

Applications

For consideration, please visit
www.kent.edu/asc/studentemployment.

Position Overview

Subject Tutors conduct tutoring sessions for various courses and establishes a peer teaching and learning relationship with one or more students. During 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 topics better. *Tutors are involved in three types of tutoring depending on the Tutor's course support list and availability*

- ***Scheduled Sessions*** – support students in relevant courses through 50 minute one-time or recurring sessions. Sessions allow up to three (3) students at once, all in the same course with the same professor. Sessions occur in CUE 112, 2nd floor of the library, or virtually throughout the day and evening hours.
- ***Drop-in Sessions*** – support students in Math, Chemistry, and Physics (and occasionally other subjects like Fashion or Biological Sciences.) 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 library (day and evening) and select residence halls (evening only.)
- ***Classroom Assistance (CA)*** – support students in lower-level math courses. Tutors attend each course with faculty, answer student questions, and assist during their independent work. Tutors are not involved in any required course content (like homework or assessments), grading, creating assignments, or leading class.

In addition, all tutors are paid to complete additional tasks, including:

- 1-2 study hours per week to review content & prepare for sessions
- Attend regular meetings and trainings as scheduled, including pre-semester training (early move-in provided.)

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