

# KENT STATE UNIVERSITY

# Academic Success

## CENTER

## Supplemental Instruction (SI) Leader — 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.)
- Desire to facilitate student learning and address student needs.
- Strong interpersonal and communication skills.
- Ability to work with various populations and levels of experience.
- Comfortability with public speaking and presenting.
- Experience with tutoring or group study preferred.

### Compensation and Time Commitment

- Starting pay of \$11.90 per hour, with opportunity for increases with lead positions, completing training levels, and time served.
- Approximately 10-12 hours per week to devote to course lecture, SI sessions, planning time, and additional responsibilities.
- Maximum of 28 hours per week total, including any other currently held Kent State positions. (Maximum of 20 hours for international students.)
- One semester commitment. Continued employment based on evaluation and availability.

### Applications

For consideration, please visit [www.kent.edu/asc/studentemployment](http://www.kent.edu/asc/studentemployment).

### Position Overview

An SI leader attends all class lectures, takes notes, reads assigned materials, and facilitates three group study sessions each week. During these sessions, the SI leader integrates how-to-learn with what-to learn in a fun, interactive and inclusive atmosphere. *SI Leaders will be responsible for the execution of multiple tasks, including but not limited to:*

- Attend all SI course lectures, take notes, and act as a model student.
- Utilize SI skills to plan and effectively facilitate 3, one-hour SI sessions per week.
- Make verbal and email announcements via Canvas on a weekly basis.
- Actively engage students who may have different learning styles and abilities.
- Post session plans, worksheets, required reflections or other materials in Teams.
- Maintain professional communication with course instructor, provide feedback regarding session engagement and assist in lecture as requested.
- Consistently record attendance throughout sessions, submit timesheets and other paperwork (session plans, reflections, etc.) by the expected deadlines.
- Help students integrate how to learn with what to learn.
- Complete assigned trainings, including pre-semester training (early move-in provided.)
- Attend regular team meetings as scheduled for continued training and professional development.
- Check KSU email regularly (at least once a day).

### For additional information, please contact:

Academic Success Center  
Center for Undergraduate Excellence, Suite 114  
(330) 672-3190  
[siprogram@kent.edu](mailto:siprogram@kent.edu)