



Study Skills Tutoring Program

Statement of Purpose:

Study Skills Tutoring is a free tutoring service offered to all Kent State University students in effort to assist students in achieving academic success. This service allows students to identify their academic strengths and needs so that they may receive assistance to build an efficient set of study skills. Program commitment requires weekly scheduled sessions throughout the semester.

Study Skills Tutors act as peer mentors and aid in engaging students in the college learning process by helping students to develop and utilize useful skills that will aid in success during their college career and can continue to help them during their professional career.

Job Description:

Study-skills tutors will assist students in the following areas:

- Establishing and maintaining positive daily routines and habits.
- Avoiding and/or overcoming procrastination.
- Setting and keeping priorities.
- Orienting students to campus life and resources (such as Counseling, Registrar, Library, Career Services, Advising, Financial Aid, etc.).
- Developing strategies for breaking tasks into manageable steps (homework and writing assignments, research and projects, preparing for tests, going over priorities/to-do lists etc.).
- Building a student's confidence in his or her own ability to make mindful decisions, solve problems and be successful in academic settings.
- How to properly organize class materials.
- Assessing academic progress through regular check-ins.
- Taking and using class notes.
- Actively reading and learning from the textbooks/course readings.
- Preparing for the course and exams.
- Test taking strategies.
- Stress and anxiety management.
- Concentration during study sessions and exams.

- Encourage students to be more active and engaged in the classroom by attending class, asking questions, participating in class discussions and forming study groups with peers.
- Encourage students to be more active and engaged on campus by attending events, joining clubs and organizations, and volunteering.
- Support and encourage students to be actively engaged in the learning process.

Requirements and Responsibilities include:

- A minimum 3.0 GPA.
- At least one full year at KSU (upon beginning study-skills tutoring).
- Strong verbal and written communication skills.
- Excellent self-motivation and organizational skills.
- Availability of at least 6 hours per week, with fewer than 20 hours of on campus hourly employment across all positions, with the possibly to increase hours at various times throughout the semester.
- Tutors will be required to meet one-on-one with the student for 50 minute sessions varying from weekly sessions to bi-weekly sessions depending on student need.
- Tutors will be required to document the sessions by ensuring students log their attendance on TutorTrac, and by filling out session summaries.
- Must be able to assess student's need and develop an individual plan to assist students. This may require assigning some tasks for the student to complete outside of the session, and holding them accountable for those tasks.
- Must have a strong understanding of study strategies, time management, etc., and be able to adapt and apply them to individual student needs.
- Must attend scheduled trainings and meetings held throughout the semester.
- Communicate any training needs or student client concerns to supervising members of the Academic Success Center's staff.
- Tutors are required to give oral presentations to student classes and organizations and assist in programming and workshops around campus.
- Perform other duties as assigned.

For additional information, please contact:

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