Peer Learning Assistant Job Description

**Department Overview**
Student Support Services (SSS) is a Federal TRIO Program funded in part by the United States Department of Education that supports students who are first-generation, from a designated income background, and/or are differently abled. The program seeks to provide students with support in three main areas: Academic Success, Personal and Professional Development, and Advocacy & Support. Student Support Services is located in Suite 111 of the Center for Undergraduate Excellence (CUE).

**Department Mission**
- We advocate for and support our students’ academic, personal, and professional pursuits within a personalized community of care.

**Department Vision**
- To be a model community of support that advances the lifelong success of our students.

**Position Overview**
A Peer Learning Assistant with Student Support Services assists program-eligible students achieve academic success through engaging, subject-specific tutoring sessions. In addition to subject-specific tutoring, Peer Learning Assistants may assist students in developing and strengthening effective study skills and learning strategies for students to utilize inside and outside of the classroom and their tutoring sessions. Peer Learning Assistants also assist students as they navigate the University environment by serving as a resource and making referrals as necessary.

**Minimum Qualifications**
- Desire to help students succeed
- Currently enrolled as an undergraduate student at Kent State University
- Completion of one semester of coursework (sophomore status preferred)
- Minimum cumulative G.P.A. of 3.0
- Earned A or A- in the course
- Strong verbal and written communications skills
- Awareness and sensitivity to individual learning styles and student needs
- Ability to apply study strategies, organizational skills, & time management in sessions

**Preferred Qualifications**
- Experience (formal or informal) with tutoring and/or peer mentoring students.
- Experience working with populations similar to those served by TRIO programs.
- Completion of the Peer Leader Training Course

**Compensation**
- Starting hourly rate: $8.55
- Eligible for annual pay increases pending positive performance reviews, completion of required trainings, and attendance at professional development offerings.
**Duties and Responsibilities**

- Conduct one-on-one, small group or drop-in tutoring sessions with students one or more times per week
- Document sessions by ensuring students log in and out of each session
- Complete submit Tutoring Report Forms for each student
- Assess students’ individual needs and develop plan for personalized support
- Monitor, assess, and report student progress throughout the semester
- Submit End-of-Semester Student Evaluations for each student
- Communicate any training and/or professional development needs to your Supervisor
- Assist with programming and/or events as requested by your Supervisor
- Perform other duties as assigned by your Supervisor

**Peer Learning Assistants may assist Program Students with:**

- Reviewing syllabi to become familiar with course requirements and deadlines
- Organizing class materials and prepare for assignments and exams
- Becoming familiar with course materials through active reading and learning
- Developing strategies to make homework, assignments, and projects more manageable
- Establishing and maintaining positive academic routines and study habits
- Avoiding and/or overcoming procrastination, stress, and/or anxiety
- Building self-confidence & empower students to problem solve and make sound decisions
- Becoming actively engaged in the classroom by attending, asking questions, etc.
- Increasing their campus involvement by attending events, joining students organizations, and/or participating in volunteer opportunities

**Time Commitment**

- Approximately 8-20 hours per week including tutoring sessions and meetings. *(Note: Tutoring sessions are held Monday-Friday 8:50a-7:00p but are scheduled based on the specific availability provided at the beginning of each semester.)*

**Required Training**

- New Peer Learning Assistants:
  - Attend multi-day, comprehensive training before the semester begins
  - Attend all scheduled, bi-weekly professional development staff meetings throughout the semester
  - Shadow an experienced Learning Assistant and complete required documentation
  - Be observed by an experienced Learning Assistant, Graduate Assistant, and/or Program Coordinator throughout the semester and complete required documentation and follow-up meetings
- Returning Peer Learning Assistants:
  - Attend multi-day, comprehensive training before the semester begins
  - Attend all scheduled, bi-weekly professional development staff meetings throughout the semester