The Tutoring Program, provides free supplemental programs and services to support the academic success of students served by the Office of Diversity and Inclusion and enrolled at The Ohio State University.

**Job Title**
Student Instructional Assistant (Undergraduate Student)  
Tutor (Graduate Student)

**Reports to**
Tutoring Program Manager

**Job Summary**
Facilitate individual or group tutoring sessions helping students to improve academic skills and achieve mastery of course content.

**Duties and Responsibilities**
- Facilitate individual or small group tutoring sessions on a weekly basis
- Maintain an accurate record of tutoring sessions with students
- Adequately prepare for all sessions by reviewing course content
- Develop supplemental study materials for students
- Complete progress reports for all tutees
- Attend and participate in Tutoring Program training sessions and program meetings

**Knowledge, Skills, and Abilities**
- Excellent Knowledge of target course(s) subject matter
- Tutoring experience and/or knowledge of basic tutoring techniques and learning strategies preferred
- Ability to communicate effectively with diverse populations of students
- Ability to establish priorities and work with some level of independence
- Positive attitude and strong desire to help others

**Minimum Qualifications**
- Enrolled at The Ohio State University for a minimum of 6 credit hours during time of employment
- Completed target course(s) with a B+ or better
- Minimum 3.0 cumulative grade point average (must be maintained throughout employment)
- Two employment references from a university professor or teaching assistant who can comment on the applicant’s ability to tutor target course(s)
- Available to tutor at least 8 hours per week