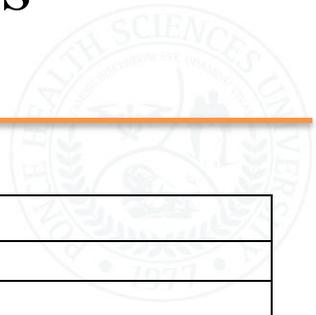


OFFICE OF STUDENT FINANCIAL SERVICES

JOB DESCRIPTION – MASTER’S AND DOCTORAL

Fiscal Year 2025-2026



Employer Name:	Ponce Health Sciences University
Position or Classification:	Tutor
Student Name:	
ID Number:	
Supervisor Name:	
Job Placement:	Student Affairs / St. Louis
Position Purpose:	Bring the students the opportunity to help peers providing academic support on a one-on-one or small-group basis. Develop strong academic skills in students as well as leadership experiences and teaching skills.
Requirements of the position:	Have successfully completed the course with a minimum pass grade of 85%, demonstrate interest in teaching and helping others, and ability to listen and answer questions during tutoring sessions
Start Date and End Date / Total Hours	September 1, 2025 May 31, 2026
Wage Rate/hour:	\$15.00 p/h
Job description: Please add here a summary of tasks that the candidate will be performing.	Tutors meet with assigned students individual or groups at least 2 hours a week. Maintain professional contact with all tutees. Modify and develop your tutoring skills to meet individual tutee needs and to adjust to the learning styles of your students.
Schedule hours and dates:	The work schedule will be flexible. Supervisors expect 20 hours to be worked weekly. [Maximum hours allowed is 20 hours per week]
<p>Note: To stay eligible for the FEDERAL study and work program during the following requirements:</p> <ul style="list-style-type: none"> • That the student is enrolled at least part-time. • Students must attend regular classes. • Have satisfactory academic progress. • Fulfill your established work commitment. <p>If the student does not comply with one of these parameters, must notify the supervisor immediately, as it may be ineligible to continue receiving the economic benefit of the program.</p>	<p>-----</p> <p>Student signature Date</p> <p>-----</p> <p>Supervisor Signature Date</p>

