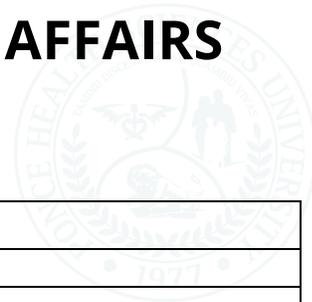


PHSU TUTORING SERVICE

JOB DESCRIPTION – MASTER’S / DOCTORAL’S 2025-2026

STUDENT AFFAIRS



Employer Name:	Ponce Health Sciences University
Position or Classification:	Tutor
Student Name:	
ID Number:	
Supervisor Name:	Greta Henderson
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	
Wage Rate/hour:	\$15.00 p/h
<p>Note:</p> <ul style="list-style-type: none"> • The tutor may only attend to students officially referred by the Student Success Office. • The maximum is 10 hours per week at \$15.00 per hour, regardless of whether individual or group tutoring is offered. • No more than 4 hours of tutoring will be provided per student. • Sessions may be offered in person or virtually, according to availability. • Every student must complete a Tutoring Request Form available on Canvas. • Tutoring with multiple tutors is allowed as long as the subject or the number of students requires it. • Each session must be recorded using the official attendance form. • Payrolls must be submitted before the 5th day of each month. • If a tutor is unable to attend an assignment, they must immediately notify Student Success for reassignment. Failure to comply may result in dismissal from the program. For questions, please contact tutorias@psm.edu 	
<p>_____</p> <p style="text-align: center;">Student signature</p>	
<p>_____</p> <p style="text-align: center;">Date</p>	
<p>_____</p> <p style="text-align: center;">Supervisor signature</p>	
<p>_____</p> <p style="text-align: center;">Date</p>	

