

**Work-study Job Description Form
University of the Incarnate Word**

Department: St. Peter Prince of Apostles School
Location: 112 Marcia Place, San Antonio, TX 78209
Supervisor: Gabriel Duarte
Supervisor Phone: 210-824-3171
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Job Title: After School Reading Tutor

Hourly Pay Rate (*cannot be updated mid-year*): \$10/hour

How is the pay rate determined? (*check all that apply*)

Experience Grade Level Other:

Purpose/Role of the position:

Assist elementary/middle school students with their reading skills.

General Length of FWS Agreement: Annual basis Semester basis

Job Description and General Duties:

Assist elementary/middle school student after school with reading, studying for tests, reviewing information and completing homework.

Mon-Thurs 3:20pm-5:20pm through the week.

Special Skills:

Must be responsible and reliable in working with students and must be a good role model for young children. Must be able to provide own transportation to and from St. Peter's School. (The school is within walking distance to the University.)

Community Service- Does this position perform any job duties that support the creation or execution of community service opportunities and/or events? – YES NO

**Supervisors: Please indicate if employee will be required to lift, stand for extended periods of time, wear closed shoes, uniforms, protective eyewear, etc. **