

**Chaminade University of Honolulu**  
**Advising and Career Development**  
**Kōkua ‘Ike: Center for Student Learning**

Aloha,

Thank you for your interest in becoming a **Peer Tutor** for Kōkua ‘Ike: Center for Student Learning at Chaminade University. Please fill out the application thoroughly and ensure that all requested paperwork is attached upon submission. If you have any questions regarding the position, application, program, etc., please do not hesitate to contact me at (808) 739-8305 or at [Amanda.Lunday@chaminade.edu](mailto:Amanda.Lunday@chaminade.edu).

Mahalo,

Amanda Lunday  
Tutor Coordinator  
Kōkua ‘Ike: Center for Student Learning

*(To avoid any delays in the hiring and training process, please submit all items on the below checklist)*

**Peer Tutor Checklist:**

- Application
- Resume
- Cover Letter
- Unofficial Transcripts (from Canvas)
- Department Recommendation

# Peer Tutor Position Description

**Title:** Peer Tutor (Advising and Career Development)  
Part-Time, Academic Year Position; No Benefits

**Reports To:** Program Director, Tutor Coordinator

**Job Description:** Peer tutors are responsible for providing individual and/or group tutoring for Chaminade University students, in person or online. Tutors assist students in improving their understanding of the subject matter, clarifying course content and developing/refining study skills. Other assistance might include reviewing class material, discussing text, reviewing test questions, generating ideas for papers, or working on solutions to problems. Tutors are required to complete tutor training requirements and will not be able to take appointments until training is completed. Tutors are expected to attend all tutor training meetings. Tutors are responsible for accurately recording and maintaining tutoring files and records pertaining to self and student. They are also responsible for helping to promote Chaminade's tutoring services on campus.

## **Duties and Responsibilities:**

- Complete required tutor training
- Attend all scheduled tutoring sessions, drop-in hours, and notify the Tutor Coordinator if a session is cancelled or re-scheduled
- Utilize most effective learning method for meeting individual student's academic needs (course textbooks, workbooks, class notes, cassettes, or video); employ various learning techniques and teaching methods
- Be punctual, begin all sessions promptly, use time for academic tasks, and focus on the student's needs
- Maintain absolute confidentiality with regard to academic progress and/or personal information concerning students
- Attend required Kōkua `Ike training meetings and workshops
- Conduct class visits at the start of semester
- Represent Kōkua `Ike at tabling events and other events as requested
- Perform other duties as assigned by the Tutor Coordinator or ACD Director

## **Qualifications:**

- Must be enrolled as a full-time day undergraduate student
- Maintain a minimum 3.0 cumulative grade point average, received "A" or "B" in subject
- Staff and/or departmental recommendation in subject area (recommendation is required prior to hire)
- Proficiency in subject course(s)
- Must possess excellent verbal and electronic communication skills.
- Someone who is creative, can think "outside of the box", work with various personality types, all with minimal supervision.

Chaminade University of Honolulu  
Kōkua 'Ike: Center for Student Learning  
**PEER TUTOR APPLICATION**

**1. Identification Information:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M.I. \_\_\_\_\_  
Local Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Permanent Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Cell Phone #: (\_\_\_\_) \_\_\_\_\_ Best way to contact you:  
Other Phone #: (\_\_\_\_) \_\_\_\_\_  E-mail  Cell Phone  
E-mail address: \_\_\_\_\_  Texting

**2. Peer Tutor Information:**

Enrolled as a full time student (12 credits or more):  Yes  No  
Chaminade University of Honolulu student:  Yes  No  
Cumulative (overall) GPA: \_\_\_\_\_ Class: \_\_\_\_\_  
Major(s): \_\_\_\_\_ Minor(s): \_\_\_\_\_  
\_\_\_\_\_

**3. Which subject(s) do you wish to tutor, and up to what level(s)?**

*(Please make sure you are proficient in the subject(s) you intend to tutor)*

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**4. Please list the days and times you are available within Kōkua 'Ike's Hours of Monday Through Friday 8:30am-4:30pm:**

**5. Please attach the following documents with your completed application:**

- *Updated Resume*
- *Please submit a cover letter answering the following questions:*
  1. Why are you interested in becoming a tutor?
  2. Describe your understanding of “What is a tutor”?
  3. What teaching, tutoring experiences, or previous jobs responsibilities/duties can you bring to Kōkua ‘Ike: Center for Student Learning?
  4. Is there additional information (relevant to the position) that you would like to include about yourself?

**If employed as a peer tutor, I understand that I am required to maintain a grade point average (GPA) of 3.0 or better as a condition of my employment as a tutor. I further understand that interviewing faculty may have access to my GPA information when considering a departmental recommendation.**

**By signing below, I hereby attest that the information provided on this peer tutor application is true and correct to the best of my knowledge; and I further understand that if I provide false or misleading information, such may be grounds for termination from employment as a tutor.**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

<i>FOR OFFICE USE ONLY</i>		<i>FOR OFFICE USE ONLY</i>		<i>FOR OFFICE USE ONLY</i>	
Interviewer: _____	Hired: <b>Yes</b> <b>No</b>	Date of Hire: _____			
Hired as: (circle one) <b>Peer Tutor</b> <b>Professional Tutor</b>	Starting Hourly Rate: _____				
Hired by: _____					
Remarks: _____					

Chaminade University of Honolulu  
Kōkua 'Ike: Center for Student Learning  
**FACULTY DEPARTMENTAL RECOMMENDATION**

**Instructions to the applicant:**

- Arrange a time with the appropriate CUH faculty to discuss your aptitude on the subject(s) you wish to tutor.
- Give this form to your interviewer to fill out and return to Kōkua 'Ike.
- You will not be allowed to begin tutoring without a departmental recommendation.

**Name of tutor applicant:** \_\_\_\_\_  
**Name of interviewing CUH faculty (please print):** \_\_\_\_\_  
**CUH Department:** \_\_\_\_\_ **Date of interview:** \_\_\_\_\_  
**CUH faculty office phone/Email Address:** \_\_\_\_\_

**Dear CUH Faculty:**

We are interested in your evaluation of this applicant's specific knowledge and ability within the subject matter in your department. Space is provided on the back for additional comments.

- Please use this block to indicate whether or not you recommend the applicant as a Tutor. If recommending, please indicate which course(s) you believe the applicant is qualified to tutor.
- Please sign the bottom of this form and return it via email or interoffice mail to:

[Tutoring@Chaminade.edu](mailto:Tutoring@Chaminade.edu) (or [Amanda.Lunday@chaminade.edu](mailto:Amanda.Lunday@chaminade.edu))  
Kōkua 'Ike: Center for Student Learning (located in Student Support Services)  
(808) 739 - 8305

*As a Chaminade University faculty member, I recommend the above named tutor applicant as qualified to tutor in the following courses:*

\_\_\_\_\_  
**Signature, Faculty Member**

**ADDITIONAL COMMENTS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Mahalo!***