

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

Aloha,

Thank you for your interest in becoming a **Professional Tutor** 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  
The Office of Advising and Career Development

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

**Professional Tutor Checklist:**

- Application
- Resume
- Cover Letter (answered questions)
- Unofficial Transcripts
- Recommendations

# Professional Tutor Position Description

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

## **Reports To: Tutor Coordinator**

**Job Description:** Professional Tutors are responsible for providing individual and/or group tutoring for Chaminade University students. Professional Tutors assist students in improving their understanding of 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. Professional Tutors also assist the Tutor Coordinator with training peer tutors and conducting workshops or trainings. Professional Tutors are expected to complete tutor training requirements and attend all training meetings. Professional Tutors are also responsible for accurately recording and maintaining tutoring files and records pertaining to self and student.

Major duties include:

- Selecting the most effective learning method for meeting the individual academic needs of the participant (course textbooks, workbooks, class notes, cassettes, or video); employing various learning techniques and teaching methods;
- Helping students set academic and personal goals, and monitoring progress toward those goals;
- Attending all scheduled tutoring sessions and prompt notification to the Tutor Coordinator if a session is cancelled;
- Helping train Peer Tutors;
- Completion of required tutor training;
- Completion of monthly reports and timesheets which include detailed information of tutoring sessions;
- Maintaining absolute confidentiality with regard to academic progress and/or personal information concerning students;
- Attending required Kōkua `Ike training meetings and workshops, potentially leading a training or workshop if asked; and
- Performing other duties as assigned by the Tutor Coordinator or Director of Advising & Career Development.

## **Qualifications & Desired Qualities:**

- **Minimum Education Required:** Bachelor's degree from an accredited university. Master's preferred.
- Proficiency in subject course(s)
- Must possess excellent verbal and electronic communication skills.
- Someone who is creative, can think "outside of the box," and work with various personality types.
- Must be able to work with minimal supervision.
- Must be a responsible, organized individual with the knowledge of instructional methodology in basic study skills.
- Familiarity with computers desirable.

**Physical:** This is a primarily sedentary position. It does require the ability to communicate verbally, clearly, and effectively with students, and to hear and understand students. Occasionally, tutors will conduct sessions in locations other than the learning center, and must be able to traverse across the campus. Tutors must be able to document their work in writing.

Chaminade University of Honolulu  
Advising and Career Development  
**PROFESSIONAL TUTOR APPLICATION**

**1. Identification Information:**

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

**2. Professional Tutor Information:**

Institution in which you received degree: \_\_\_\_\_ GPA: \_\_\_\_\_  
Type of degree/certifications (please check all that apply):  
 Bachelor's  Master's  PhD  Teaching Certification  Other  
Major(s): \_\_\_\_\_ Minor(s): \_\_\_\_\_  
\_\_\_\_\_

Are you currently enrolled at Chaminade University of Honolulu? Yes  No   
If yes, in what program and degree level? Undergraduate  Graduate  Other   
Major(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)*

- o \_\_\_\_\_
- o \_\_\_\_\_
- o \_\_\_\_\_
- o \_\_\_\_\_

**4. Please list the days and times you are available within the Tutoring Center's Hours of Operation, Monday through Friday 8:30am-4:30pm:**

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

- *Updated Resume*
- *Three professional references, including someone you have tutored or mentored*
  
- *Please submit a cover letter answering the following questions:*
  1. Why are you interested in becoming a tutor at Chaminade University?
  2. How are you able to differentiate your teaching style for students who have various learning styles?
  3. Please describe your experience(s) working with students who have learning/physical disabilities.
  4. What teaching/tutoring experiences or previous job responsibilities/duties can you bring to the Tutoring Corps?
  5. Is there additional information (relevant to the position) that you would like to include about yourself?

**By signing below, I hereby attest that the information provided on this professional 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: _____		

***Mahalo!***