

THE NO'EAU CENTER

Aloha mai!

Thank you for your interest in becoming a student leader!

Employment at the No'EAU Center provides opportunities to help your fellow students make the most of their learning experiences, as well as the chance to improve your own learning and leadership skills. Job duties include the following:

1. **Tutoring.** Sessions may be one-on-one or in groups and online or face-to-face.
2. **Large group presentations.** Tutors visit classes in order to present information about the center and other topics (e.g. various citation formats).
3. **Office duties** (e.g. scheduling appointments, keeping the center clean).
4. **Attending training** and other tutor meetings. Training takes place prior to the Fall and Spring semesters, and end-of-term meetings take place following UHWO Finals Week. Additional training and meetings are scheduled throughout the term.

To apply as a tutor, please submit the following:

1. A **cover letter** that includes information on why you are interested in working as a tutor at the No'EAU Center.
2. The attached **application form**.
3. **Résumé.** If you need help creating a résumé or improving your current one, the No'EAU Center staff would be more than happy to assist you!
4. **Applicant recommendation.** Please have a professor fill out an applicant recommendation that attests to your work ethic and knowledge for each subject area you would like to tutor. (e.g. If you are applying to tutor math and psychology, please submit a recommendation form from one math instructor and one psychology instructor.)
5. **Writing sample.** If you are applying to be a writing tutor, please submit a writing sample. Ideally, this will be a research assignment that your instructor has graded and commented on. A long piece of writing is not required; three pages are enough.

Submit your completed materials to the Tutor Coordinator, Robyn Tasaka, in the No'EAU Center (B203) or by emailing rtasaka@hawaii.edu. Our office will contact you to schedule an interview shortly thereafter. All selected tutors will need to complete a learning support training program at the No'EAU Center.

If you have any questions regarding the application process or the position please contact Robyn at (808) 689-2753 or rtasaka@hawaii.edu.

Mahalo!