

Peer Advising Liaison (PAL) Employment Application for Spring 2018

(Employment would begin January 22, 2018)

Return completed application materials by **8:00am on Monday, October 23, 2017** to:
Undergraduate Advising Resource Center, SSC 202, or email to palsearch@uwosh.edu

Minimum Requirements and Qualifications of Peer Advising Liaisons:

- Current UW-Oshkosh student with minimum of 24 credits earned at the time of application (excluding CLEP, AP, CAPP and Retro credits), 12+ of which must have been earned at UWO before Spring 2018; **or be recommended by UARC staff**
- A minimum combined GPA of 2.5 and in "Good Standing" at UW Oshkosh
- Must give a one-year commitment to this position (January 2018 – December 2018)
- Must be enrolled in at least 6 credits both Spring and Fall 2018 semesters
- Must be on campus for the interview process during November 2017
- Able to work 6-12 hours/week each semester starting at \$8.25/hr. (Hours are subject to change)
- Actively participate in orientation training sessions the week of Jan. 22-25, 2018, which is the week after interim ends and before the spring semester begins; and one day of training before the fall semester begins.
- Attend PAL staff meetings approximately six Fridays per semester from 2:00-3:30 p.m.
- Strong communication skills
- Ability to efficiently use technology
- Ability to positively maneuver a changing work environment

Other preferred qualities: positive attitude; strong interpersonal skills; ability to stay focused; self motivated; good problem solving skills; enjoy working with others; respect for our diverse student population; and willing to provide immediate information/support for students as an academic and campus resource.

Job Responsibilities:

- Assist students by analyzing concerns and making appropriate referrals
- Make appointments for students with advisors
- Respond to phone and email inquiries
- Complete projects for the advising office
- Provide follow-up support after an advising appointment
- Assist students with course enrollment using Titan Web and Schedule Planner
- Provide detailed information on majors, degrees, university policies and procedures
- Administrative support and other office duties as assigned

PAL Mission Statement:

"In partnership with the academic advisors, we are students helping our campus peers by being readily available to provide quality resource information related to academics, UW Oshkosh and advising processes in a positive, encouraging environment."

Questions about this job? Stop in SSC 202 and ask a PAL!

Peer Advising Liaison (PAL) Employment Application for Spring 2018

Return completed application materials by **8:00am on October 23, 2017** to:

Undergraduate Advising Resource Center, SSC 202, or email to palsearch@uwosh.edu

Last Name _____ First Name _____ Middle Initial _____

UW Oshkosh ID# _____ Cell (or preferred) Phone _____

Local Address _____

UW Oshkosh e-mail: _____@uwosh.edu

Semester/Year first entered UW Oshkosh: _____ Combined GPA: _____

Total credits earned (not including in progress): _____ Total credits completed at UW Oshkosh: _____

Expected Graduation Date: _____ Last semester able to work: _____

Major: _____ Minor: _____

I will make a one-year commitment Yes ___ No ___

I am able to work 6-12 hours each week..... Yes ___ No ___

I prefer to work per week: 6-10 hours 10-15 hours 15+ hours

(Note: These are preferences and cannot be guaranteed. Hours are subject to change)

Are you eligible for work study? (work study is not a requirement of this position) Yes ___ No ___

If unsure, please check with Financial Aid to see if you qualify for work study.

I will attend PAL training one week prior to the beginning of the spring semester Yes ___ No ___

(Which is the week following interim)

I will attend PAL training meetings during the spring semester on Fridays from 2:00-3:30pm... Yes ___ No ___

(If you haven't registered yet, use your shopping cart to make sure you will not have a time conflict)

I will attend PAL training prior to the beginning of the fall semester..... Yes ___ No ___

Submit with this application:

- Two recommendations using the attached PAL Recommendation Form with **at least one** from a UW Oshkosh faculty/professional staff member (excluding student employees/ CAs). Family or friends may not write recommendations.
- Additional Recommendation from a current PAL is highly recommended, but not required. Please use the Student Employee Recommendation form.
- List of all your work experience from the last three years including all campus jobs. For each position, list the employer (company/organization); position; supervisor's name and phone number; dates of employment and reason for leaving. We reserve the right to check employment history and references.
- List of extracurricular and volunteer experiences from the last two years.
- A copy of first page of your **official** STAR
- Typed, professional answers the following short essay questions:
 - 1) How did you hear about the Peer Advising Liaison (PAL) position?
 - 2) Why do you want to be a PAL?
 - 3) How will you use what you have learned through recent extracurricular, work, and/or volunteer experience(s) to contribute to the PAL program? (Please focus on college or recent community involvement).
 - 4) Describe an interaction you had with an academic advisor in the UARC and what did you learn?

To the best of my knowledge, the information on this application is complete and honest. I understand that a criminal background check might be conducted. An unsuccessful criminal background check, placement on university probation, or GPA dropping below 2.5 will render me ineligible for hire/re-hire.

Signature _____

Date _____

The PAL program is sponsored by differential tuition

Peer Advising Liaison Recommendation Form – Required to Submit



Recommenders must be UW Oshkosh faculty or staff member or former/current supervisor (excluding student employees/ CAs). (Please type or print)

Applicant's name: _____

Recommenders please return form to the UARC in SSC 202 or PALsearch@uwosh.edu by: 8am Monday Oct 23

Recommender's name: _____

Relationship to the applicant: _____ Phone or email: _____

To be completed by the recommender:

The applicant named above has applied for a Peer Advising Liaison position in the Undergraduate Advising Resource Center. Thank you for your time in completing this recommendation.

Please use the following scale to rate the applicant, in comparison to his/her peers, on the criteria below:

- 1 - Poor 3 - Average 5 - Outstanding
 2 – Below Average 4 – Above Average

Criteria	1	2	3	4	5	No Basis to Evaluate
1. Ability to work with others (collaborates, relates to peers)						
2. Dependability (follows through, completes tasks proficiently)						
3. Initiative (presents new ideas, uses creativity)						
4. Independence (performs work without close supervision)						
5. Disciplined work habits (follows instructions, on-time, attendance)						
6. Quality of work (organized, accurate, thorough)						
7. Potential as a leader (uses group process effectively, self –confident)						
8. Attitude (makes positive contributions, refrains from focusing on the negative)						
9. Communication Skills (listens to others, strong written and verbal skills)						

Overall recommendation: Do not recommend With Reservations Fairly Strongly Very Strongly

Recommender's Signature _____ Date: _____

Please provide additional comments you feel would be helpful in our evaluation of this candidate:

Feel free to use the other side if needed

Page intentionally left blank for additional comments if needed

Student Employee Recommendation Form – Optional to Submit



Recommenders must be a current or former PAL from the UARC.
(Please type or print)

Applicant's name: _____

Recommenders please return form to the UARC in SSC 202 or PALsearch@uwosh.edu by: 8am Monday Oct 23

Recommender's name: _____

Relationship to the applicant: _____ Phone or email: _____

To be completed by the current or former PAL recommender:

The applicant named above has applied for a Peer Advising Liaison position in the Undergraduate Advising Resource Center. Thank you for your time in completing this recommendation.

How do you know the applicant? _____

How long have you known the applicant? _____

What examples can you provide that speak to the applicant's ability to be a PAL? _____

This person would positively represent the UARC and the PAL Program ____ Yes ____ No

Please explain: _____

Please provide any additional comments you feel would be helpful in our evaluation of this candidate: _____

Feel free to use the other side if needed

Signature _____

Date _____

Page intentionally left blank for additional comments if needed

Notice of Nondiscrimination

The University of Wisconsin-Oshkosh is committed to nondiscrimination on the basis of race, color, ethnic or national origin, sex, sexual orientation, gender identity, gender expression, religion, age, ancestry, disability, genetic information, military status, veteran status, arrest or conviction record, or political affiliation in admissions, educational programs or activities and employment, including employment of disabled veterans and veterans of the Vietnam Era, as required by applicable laws and regulations.

UW Oshkosh will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the UW Oshkosh's legal duty to furnish information.

Inquiries concerning Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans With Disabilities Act Amendments Act of 2008, may be directed to the Director of Equity and Affirmative Action, University of Wisconsin-Oshkosh, 800 Algoma Boulevard, Oshkosh, Wisconsin, 54901 (Phone) 920-424-0330.