

## Peer Advising Liaison (PAL) Employment Application for Fall 2020

(Employment would begin August 31, 2020)

Return completed application materials by **8:00am on Friday, March 6, 2020** to:  
Undergraduate Advising Resource Center, SSC 202, or email to [burgbacl@uwosh.edu](mailto:burgbacl@uwosh.edu)

### Minimum Requirements and Qualifications of Peer Advising Liaisons:

- Current UW-Oshkosh student with minimum of 24 credits earned at the beginning of employment (excluding CLEP, AP, CAPP and Retro credits); **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 (August 2020 – May 2021)
- Must be enrolled in at least 6 credits both Fall 2020 and Spring 2021 semesters
- Must be on campus for the interview process in March-April 2020
- Able to work 6-12 hours/week each semester starting at \$10/hr. (Hours are subject to change)
- Actively participate in orientation training sessions the week of August 31- September 4, 2020, which is the week before the fall semester begins; and 1 day of training before the spring semester begins.
- Attend PAL staff meetings approximately 8 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!**

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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 fall 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 spring 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.
- 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 you learned?

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 (2)**



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 UARC, SSC 202 or [burgbacl@uwosh.edu](mailto:burgbacl@uwosh.edu) by: 8am Monday, March 6<sup>th</sup>

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
<b>1. Ability to work with others</b> (collaborates, relates to peers)						
<b>2. Dependability</b> (follows through, completes tasks proficiently)						
<b>3. Initiative</b> (presents new ideas, uses creativity)						
<b>4. Independence</b> (performs work without close supervision)						
<b>5. Disciplined work habits</b> (follows instructions, on-time, attendance)						
<b>6. Quality of work</b> (organized, accurate, thorough)						
<b>7. Potential as a leader</b> (uses group process effectively, self –confident)						
<b>8. Attitude</b> (makes positive contributions, refrains from focusing on the negative)						
<b>9. Communication Skills</b> (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 UARC, SSC 202 or [burgbacl@uwosh.edu](mailto:burgbacl@uwosh.edu) by: 8am Monday, March 4<sup>th</sup>

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 \_\_\_\_\_

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**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.