

Peer Advising Liaison (PAL) Employment Application for Fall 2024

(Employment would begin August 26, 2024)

Position Open Until Filled

Return completed application materials to:

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

Last Name _____ First Name _____ Middle Initial _____
UW Oshkosh ID# _____ Cell (or preferred) Phone _____
Local Address _____
UW Oshkosh e-mail: _____@uwosh.edu

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.)

Minimum Requirements and Qualifications of Peer Advising Liaisons:

- ☐ Must be enrolled in at least 6 credits both Fall & Spring semesters
- ☐ Must be in "Good Academic Standing" at UW Oshkosh
- ☐ Must give a **one-year commitment** to this position (August 2024- May 2025)
- ☐ Able to work a minimum of 6 hours/week each semester starting at \$12/hr.
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)
- ☐ Able to attend orientation training sessions at the end of August 2024 and January 2025

Preferred qualities: positive attitude; strong communication and interpersonal skills; adaptable; ability to use technology; attention to detail; 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 College Scheduler; 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."

Please see other side →

Questions about this job? Stop in SSC 202 or call (920) 424-1268 and ask a PAL!

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Submit with this application:

- List of your work experience from the last **year** including any campus jobs. For each position, please list the employer (company/organization); position title; supervisor's name and phone number; dates of employment; and reason for leaving. We reserve the right to check employment history and references.
- **Short Answer Question:** Why are you interested in this position? (Please include response below).

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.

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 or falling out of "Good Academic Standing" will render me ineligible for hire/re-hire.

Signature _____

Date _____

The PAL program is sponsored by Differential Tuition