



LEARNING GROUPS Leader Application



Student Support Services

Please Return Completed Application by 4:00 PM Tuesday, March 29, 2016 to the SSS Office

Name _____

Telephone (____) _____ (____) _____ Student ID _____
Cell Home

Local Address _____

Home Address _____

Student ID _____ Email Address _____

Major _____ Career Goal _____

Year in School _____ Credits Earned _____ Expected Graduation Date _____

Position of Interest: STEM SSS Learning Group Traditional SSS Learning Group
(Please check any of interest)

I will make a one-year commitment. Yes____ No____
I am able to work 10-15 hours each week. Yes____ No____
I will attend training one week prior to the beginning of the fall semester. Yes____ No____
I will co-lead two hours of learning group each week likely in the evening. Yes____ No____

Submit with this application:

- A letter written to an incoming student about being a college student. Please discuss why he/she should be excited about the college experience, what to do, what not to do, what you would do over, and why you enjoy the SSS program. No more than 3 pages please.
- Two recommendations, at least one of which must be from a UW Oshkosh faculty or staff member. The second recommendation can be from a co-worker, CA, or employer. Not from family or friends.
- Recommendations must be written on the attached Learning Group Leader Recommendation Form.
- A resume or a listing of prior work experience from the last 3 years. Please include for each position, employer (company/organization); position; supervisor's name, address, and phone number; dates of employment and job responsibilities.
- A copy of your current (Spring 2016) and Fall 2016 schedule (this can be handed in later based on registration date).

Signature _____ Date _____



LEARNING GROUPS



Position Information

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SSS will have *Learning Groups* for both the traditional SSS and the STEM SSS program for the 2016-2017 academic year. The Learning Groups assist first-year students in making the successful transition to college through: academic skills building, integration to campus, leadership development, service learning, and related social events. Two upper-class SSS students serve as the leaders for each Learning Group. The weekly Learning Group sessions take place at the Campus Center for Equity and Diversity.

Job responsibilities:

- Develop a community of learners through weekly group sessions, programs, and activities.
- Teach students behaviors of successful students through weekly group sessions.
- Model appropriate and professional behavior.
- Attend and actively participate in weekly training sessions.
- Plan and implement student programs.
- Become acquainted with each student in the Learning Group on an individual basis.
- Record accurately and timely the hours worked, submit weekly outcomes of the study sessions to the coordinator.
- Meet with the Learning Group Coordinator on a weekly basis.
- Maintain regular contact with students in the Learning Group outside of the weekly group sessions.

Minimum Requirements and Qualifications of Learning Group Leaders:

- Current UW-Oshkosh student and at minimum, Sophomore Standing, by Fall 2016 (due to the rigors of student teaching, you may not be a leader while student teaching)
- A minimum combined GPA of 2.5 and in "Good Standing" at UW-Oshkosh
- Must give a one year commitment to this position (fall and spring semesters)
- Able to work 10 hours per week each semester
- Actively participate in orientation training sessions August 30 and 31 and September 1, 2016
- Each day's training runs from approximately 8:30 Am to 4:00 PM
- Attend Learning Group staff meetings and other workshops for continued training
- Strong communication skills (written and verbal)
- Strong computer skills

Preferred qualifications:

- Member of the UWO SSS or STEM SSS Programs
- Strong interpersonal skills
- Positive attitude and self-motivated
- Able to multitask and to plan events
- Enjoys working with others and watching them succeed
- Willing to provide immediate information/support for students as an academic and campus resource
- Previous tutoring or mentoring experience
- Leaders for the STEM SSS Learning Group must have a STEM major*

Salary:

- Learning Group Leaders will be given a stipend each semester of \$1,250.



Leader Recommendation

Student Support Services

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To be completed by applicant: (Please type or print)

Applicant's name: _____

Recommender's name: _____

Return form to applicant by: _____

To be completed by the recommender:

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

- 1 – Outstanding 2 – Above average 3 – Average -
- 4 – Below Average 5 – Poorly developed

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, goes above and beyond requirements)						
4. Creative (ability to adapt, think outside the box to increase learning outcomes)						
5. Independence (performs work without close supervision)						
6. Disciplined work and study habits (follows instructions, on-time, attendance)						
7. Quality of work (organized, accurate, thorough)						
8. Potential as a leader (self-confident, ability to lead others)						
9. Attitude (makes positive contributions, refrains from focusing on the negative)						
10. Communication Skills (listens to others, strong written and verbal skills)						

Overall recommendation: Without Hesitation Recommended Hesitant Recommendation

Recommender's Signature _____ Date: _____

Relationship to the applicant: _____ Phone or email: _____

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



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