



# Student Support Services LEARNING GROUPS Leader Application



Please return completed application to the SSS office by 12 pm (noon) on Friday, March 15, 2019.

Name: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_  
Cell

Student ID: \_\_\_\_\_

Res Hall / Local Address: \_\_\_\_\_

Are you a current SSS/SSS STEM Student? \_\_\_\_\_ Email Address: \_\_\_\_\_

Major: \_\_\_\_\_ Career Aspiration(s): \_\_\_\_\_

Year in School: \_\_\_\_\_ Credits Earned: \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_

I will make a <b>one academic year commitment</b> (Fall 2019 - Spring 2020)	Yes _____	No _____
I am able to work approximately <b>10 hours</b> each week of the semester.	Yes _____	No _____
I will attend training one week prior to the beginning of the fall semester.	Yes _____	No _____
I will co-lead one hour of learning group each week likely in the evening.	Yes _____	No _____

### Submit with this application:

- **New Leader Applicants:** A letter written to an incoming first- year 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.
- **Returning Leader Applicants:** A letter written to an incoming NEW Learning Group Leader about being a SSS Learning Group Leader. Please discuss why he/she should be excited about leading Learning Groups, what to do, what not to do, what you would do over, and why you have enjoyed being a SSS Learning Group Leader. 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. **(If you are currently a first-year SSS student, please ask one of your current Learning Group Leaders for a recommendation).** Not from family, friends or your SSS Advisor.
- 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; dates of employment and job responsibilities. **It is HIGHLY ENCOURAGED making an appointment with Career and Professional Development to review your resume.**
- A copy of your current (Spring 2019) and Fall 2019 schedule (this can be handed in later based on registration date).

Signature \_\_\_\_\_ Date \_\_\_\_\_

# Student Support Services

## LEARNING GROUPS

### Position Information

Please return completed application to the SSS office by 12 pm (noon) on Friday, March 15, 2019.

SSS will have **Learning Groups** for both the traditional SSS and the SSS STEM program for the 2019-2020 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 behaviors of successful students through weekly group sessions
- Model appropriate and professional behavior
- **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
- Meet with the Learning Group Coordinator(s) on a weekly basis
- Maintain regular contact with students in the Learning Group outside of the weekly group sessions
- Additional duties as assigned

#### Minimum Requirements and Qualifications of Learning Group Leaders:

- Current UW-Oshkosh student and at minimum, Sophomore Standing (30 credits) by Fall 2019. (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)
- Be able to commit to work 10 hours per week for fall and spring semesters
- Actively participate in pre-semester orientation training sessions (*typically the last week of August, week before Fall semester starts*). Exact dates will be shared at a later date.
- Strong communication skills (written and verbal), ability to public speak in front of approx. 20 students
- Strong computer skills, creativity, sensitivity to diverse student needs
- Ability to create rapport with students and SSS staff

#### Preferred qualifications:

- Member of the UWO SSS or SSS STEM Programs
- Strong interpersonal skills and maturity
- Positive attitude and self-motivated
- Able to multitask and to plan events
- Responsible and organized while also flexible and creative
- Enjoys working with others, being a team player and watching others succeed
- Willing to provide immediate information/support for students as an academic and campus resource
- Previous tutoring, mentoring or leadership experience

#### Salary:

Learning Group Leaders will be given a stipend each semester of \$1,500 (depending on experience).

# Student Support Services

## LEARNING GROUPS

### Recommendation Form

**Please return completed application to the SSS office by 12 pm (noon) on Friday, March 15, 2019.**

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

Applicant name: \_\_\_\_\_

Recommender name: \_\_\_\_\_

Return form to: applicant OR send via mail to: Student Support Services, UW Oshkosh, 800 Algoma Blvd., Oshkosh, WI 54901

**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 – Poorly Developed  
4 – Above Average*

*2 – Below Average  
5 – Outstanding*

*3 – Average*

Criteria	1	2	3	4	5	No Basis to Evaluate
<b>1. Ability to work with others</b> (collaborates, relates to peers, ability to handle difficult/complex people/situations)						
<b>2. Dependability</b> (follows through, completes tasks proficiently, judgement/decision making)						
<b>3. Initiative &amp; Creativity</b> (presents new ideas, goes above and beyond requirements, think outside the box to increase learning outcomes, engaging)						
<b>4. Resourcefulness</b> (ability to adapt, ability to problem-solve, ask for help)						
<b>5. Independence &amp; Work Ethic</b> (performs work without close supervision, reliable, responsible)						
<b>6. Disciplined work and study habits</b> (follows instructions, on-time, attendance, promptness, ability to stay on task)						
<b>7. Quality of work</b> (engaging, accurate, thorough, to the best of their ability)						
<b>8. Potential as a leader</b> (self – confident, ability to lead others)						
<b>9. Attitude</b> (makes positive contributions, refrains from focusing on the negative)						
<b>10. Communication Skills</b> (listens to others, strong written and verbal skills)						
<b>11. Response to email</b> (reads, follows through and responds to emails in timely manner)						
<b>12. Organization</b> (structure or coordination of tasks and activities)						
<b>13. Self Confidence &amp; Reflection</b> (believing in own ability to make a positive impact, acceptance of areas of growth and strengths)						

**Please turn over! →**

*How long have you known the applicant? In what capacity?*

*Please describe how the applicant demonstrates leadership characteristics. In what ways?*

*Please describe the applicant's ability to interact with peers.*

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

**Overall recommendation:**       *Without Hesitation*     *Recommended*     *Hesitant Recommendation*

*Recommender's Signature* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Contact Information:* \_\_\_\_\_

# Student Support Services LEARNING GROUPS Recommendation Form

**Please return completed application to the SSS office by 12 pm (noon) on Friday, March 15, 2019.**

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

Applicant name: \_\_\_\_\_

Recommender name: \_\_\_\_\_

Return form to: applicant OR send via mail to: Student Support Services, UW Oshkosh, 800 Algoma Blvd., Oshkosh, WI 54901

**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 – Poorly Developed  
4 – Above Average*

*2 – Below Average  
5 – Outstanding*

*3 – Average*

Criteria	1	2	3	4	5	No Basis to Evaluate
<b>1. Ability to work with others</b> (collaborates, relates to peers, ability to handle difficult/complex people/situations)						
<b>2. Dependability</b> (follows through, completes tasks proficiently, judgement/decision making)						
<b>3. Initiative &amp; Creativity</b> (presents new ideas, goes above and beyond requirements, think outside the box to increase learning outcomes, engaging)						
<b>4. Resourcefulness</b> (ability to adapt, ability to problem-solve, ask for help)						
<b>5. Independence &amp; Work Ethic</b> (performs work without close supervision, reliable, responsible)						
<b>6. Disciplined work and study habits</b> (follows instructions, on-time, attendance, promptness, ability to stay on task)						
<b>7. Quality of work</b> (engaging, accurate, thorough, to the best of their ability)						
<b>8. Potential as a leader</b> (self – confident, ability to lead others)						
<b>9. Attitude</b> (makes positive contributions, refrains from focusing on the negative)						
<b>10. Communication Skills</b> (listens to others, strong written and verbal skills)						
<b>11. Response to email</b> (reads, follows through and responds to emails in timely manner)						
<b>12. Organization</b> (structure or coordination of tasks and activities)						
<b>13. Self Confidence &amp; Reflection</b> (believing in own ability to make a positive impact, acceptance of areas of growth and strengths)						

*How long have you known the applicant? In what capacity?*

*Please describe how the applicant demonstrates leadership characteristics. In what ways?*

*Please describe the applicant's ability to interact with peers.*

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

**Overall recommendation:**       *Without Hesitation*     *Recommended*     *Hesitant Recommendation*

*Recommender's Signature* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Contact Information:* \_\_\_\_\_