



Student Support Services LEARNING GROUPS Leader Application



Please return completed application to the SSS office by 12 pm (noon) on Friday, March 20, 2020.

*SSS/SSS STEM will have **Learning Groups** for the 2020-2021 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/SSS STEM 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 group 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 2020. (*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 8 hours per week for fall and spring semesters
- Actively participate in pre-semester orientation training sessions (*typically the 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/SSS STEM 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 minimum stipend of \$1,000 each semester.

** We are waiting for the US Department of Education to notify us if our SSS/SSS STEM grants have been renewed. We are expecting notification regarding the decision in late July or early August. In the unexpected case that the grants are not renewed, the SSS/SSS STEM Learning Group positions will not be funded.*



Student Support Services LEARNING GROUPS Position Information



Please return completed application to the SSS office by 12 pm (noon) on Friday, March 20, 2020.

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 one academic year commitment (Fall 2020 - Spring 2021)	Yes _____	No _____
I am able to work approximately 8 hours 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 they should be excited about the college experience, what to do, what not to do, what you would do over, and why they should join and would enjoy the SSS/SSS STEM program. No more than 3 pages please.
 - Two recommendations:
 - The first from one of your Learning Group Leaders
 - The second from a co-worker, CA, employer, or UW Oshkosh faculty/staff member
 - No recommendations from family, friends or your SSS/SSS STEM Advisor
- Returning Leader Applicants:
 - A letter written to an incoming NEW Learning Group Leader about being a SSS/SSS STEM Learning Group Leader. Please discuss why they 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/SSS STEM Learning Group Leader. No more than 3 pages please.
 - Two recommendations:
 - The first from your current Learning Group co-leader
 - The second from a co-worker, CA, employer, or UW Oshkosh faculty/staff member
 - No recommendations from family, friends or your SSS/SSS STEM 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 to make an appointment with Career and Professional Development to review your resume.**
- A copy of your current (Spring 2020) and Fall 2020 schedule (this can be handed in later based on registration date).

Signature _____ Date _____



Student Support Services LEARNING GROUPS Recommendation Form



Please return completed application to the SSS office by 12 pm (noon) on Friday, March 20, 2020.

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:

- | | | |
|-----------------------------|--------------------------|--------------------|
| <i>1 – Poorly Developed</i> | <i>2 – Below Average</i> | <i>3 – Average</i> |
| <i>4 – Above Average</i> | <i>5 – Outstanding</i> | |

Criteria	1	2	3	4	5	No Basis to Evaluate
1. Ability to Work with Others (collaborates, relates to peers, ability to handle difficult/complex people/situations)						
2. Dependability (follows through, completes tasks proficiently, judgement/decision making)						
3. Initiative & Creativity (presents new ideas, goes above and beyond requirements, think outside the box to increase learning outcomes, engaging)						
4. Resourcefulness (ability to adapt, problem-solve, ask for help)						
5. Independence & Work Ethic (performs work without close supervision, reliable, responsible)						
6. Disciplined Work & Study Habits (follows instructions, on-time, attendance, promptness, ability to stay on task)						
7. Quality of Work (engaging, accurate, thorough, to the best of their ability)						
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)						
11. Response to Email (follows through and responds to emails in timely manner)						
12. Organization (structure or coordination of tasks and activities)						
13. Self Confidence & Reflection (believing in own ability to make a positive impact, acceptance of areas of growth and strengths)						

Please turn over! →

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/SSS STEM students serve as the leaders for each Learning Group. Each Learning Group consists of approximately 15-20 first-year, first-generation and/or limited-income college students.

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

Please describe how the applicant demonstrates leadership characteristics.

Please describe the applicant's ability to interact with peers and serve as a positive role model.

Please evaluate student's awareness/understanding of their own strengths and areas of improvement.

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: _____



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