



Student Support Services LEARNING GROUP Leader Application (2022-2023)



Please e-mail completed application to Mai Lee (mlee@uwosh.edu) by Friday, April 15th, 2022 at 11:59pm

The Learning Group Leaders 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 building.

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 of hours worked, student attendance, and weekly outcomes of group sessions
- Meet with the Learning Group Coordinator(s) on a weekly basis
- Maintain regular contact with students in Learning Group outside of weekly group sessions
- Additional duties as assigned

Minimum Requirements and Qualifications

- Current UW Oshkosh student
- Earned a minimum of 24 credits by the start of Fall 2022
- A minimum of a 2.5 cumulative GPA and in good standing by the start of Fall 2022
- Must be able to give a one-year commitment to serving as a Learning Group Leader (both fall and spring semesters)
- Must be able to commit to work 8 hours per week
- Actively participate in pre-semester training sessions (*typically the week before Fall semester starts*). Exact dates to be determined.
- Strong communication skills (written and verbal) with ability to speak in front of approximately 20 students
- Strong computer skills, creativity, and sensitivity to diverse student needs
- Ability to create rapport with students and TRIO SSS/SSS STEM staff

Preferred Qualifications

- Member of the UWO TRIO SSS or TRIO SSS STEM Program
- 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 helping others succeed
- Willing to provide immediate information and support for students as an academic and campus resource
- Previous tutoring, mentoring, or leadership experience

Salary

Learning Group Leaders earn a minimum stipend of \$1,000 each semester.



Student Support Services LEARNING GROUP Leader Application (2022-2023)



Please e-mail completed application to Mai Lee (mlee@uwosh.edu) by Friday, April 15th, 2022 at 11:59pm

Name: _____

Telephone (cell): (____) _____ Student ID: _____

Residence Hall / Local Address: _____

Are you a current TRIO SSS/SSS STEM Student (Y/N)? _____ Email Address: _____

Major(s): _____ Career Aspiration(s): _____

Year in School: _____ Credits Earned: _____ Expected Graduation Date: _____

I will make a one academic year commitment (Fall 2022 - Spring 2023)	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 their upcoming college experience, what to do, what not to do, what you would do over, and why they should join the TRIO SSS/SSS STEM program. This should be no more than 2 pages.
 - 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 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; dates of employment and job responsibilities. ***It is HIGHLY ENCOURAGED to make an appointment with Career and Professional Development to review your resume.***
- Returning Leader Applicants:
 - 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 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; dates of employment and job responsibilities. ***It is HIGHLY ENCOURAGED to make an appointment with Career and Professional Development to review your resume.***

Signature _____ Date _____