



TRIO Student Support Services Learning Group Leader Application (2023-2024)



Application Deadline:

Friday, March 31st, 2023 at 11:59pm (Midnight) **EXTENDED to Sunday, April 23rd, 2023 at 11:59pm (Midnight)**

Job Description:

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 TRIO SSS/SSS STEM students serve as the leaders for each weekly Learning Group. The Learning Group sessions take place at the Campus Center for Equity and Diversity (CCED) 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 2023
- A minimum of a 2.5 cumulative GPA and in good standing
- 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 mandatory pre-semester training sessions (typically the week before Fall and Spring 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.

In your application, you must submit the following documents and information:

1. A letter written to an incoming first-year student about being a college student. This letter should be no more than 2 pages, single spaced. In your letter, please include:

- Why they should be excited about their upcoming college experience,
- What they should do,
- What they should not do,
- What you would do differently, and
- Why they should join the TRIO SSS/SSS STEM program.

2. A resume or a listing of prior work experience from the last 3 years. For each position, please include:

- Employer (company/organization)
- Position
- Dates of employment
- Job responsibilities
- Note: It is **HIGHLY ENCOURAGED** to make an appointment with Career and Professional Development to review your resume.

3. Two references that can recommend you for the job. All references will be contacted through email. The first reference **must be** a previous or current Learning Group Leader. The second reference can be a co-worker, CA, past or current employer, or other UW Oshkosh faculty/staff member. No recommendations from family or friends. For each reference, please include their:

- Name
- Job
- Email

(Example: Mai Lee, Learning Group Leader, mlee@uwosh.edu)

Apply Online at: <https://forms.office.com/r/iWhFrX2fMp>

If you have any questions, please contact TRIO SSS/SSS STEM at uwosss@uwosh.edu.