



Student Support Services LEARNING GROUPS Leader Application



Please return completed application to the SSS office by 4:00 pm on Friday, March 16, 2018.

Name: _____

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

Local Address: _____

Home Address: _____

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

Major: _____ Career Goal: _____

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

I will make a one academic year commitment (Fall 2018-Spring 2019)	Yes _____	No _____
I am able to work approximately 10 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:

- 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.
- 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; supervisor’s name; dates of employment and job responsibilities. *Please consider making an appointment with Career Services to review your resume.*
- A copy of your current (Spring 2018) and Fall 2018 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 4:00 pm on Friday, March 16, 2018.

SSS will have **Learning Groups** for both the traditional SSS and the STEM SSS program for the 2018-2019 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
- 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(s)
- 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 2018 (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 for fall and spring semesters
- Actively participate in orientation training sessions Tuesday, August 28th through Thursday, August 30th, 2018. (*Each day’s training runs from approximately 8:30 am to 6:30 pm*)
- Attend weekly Learning Group staff meetings and other workshops for continued training
- Strong communication skills (written and verbal), ability to perform public speaking
- Strong computer skills

Preferred qualifications:

- Member of the UWO SSS or STEM SSS 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 them 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 \$1,250 (depending on experience).

Student Support Services LEARNING GROUPS

Recommendation Form

Please return completed application to the SSS office by 4:00 pm on Friday, March 16, 2018.

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 – Poorly Developed

2 – Below Average

3 – Average

4 – Above Average

5 – Outstanding

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 (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 (reads, follows through and responds to emails in timely manner)						
12. Organization (structure or coordination of tasks and activities)						

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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