

Peer Advising Liaison (PAL) Employment Application for Spring 2017

(Employment would begin January 23, 2017)

Return completed application by **EXTENDED DEADLINE: 11:59pm on Sunday, October 30, 2016** to:
Undergraduate Advising Resource Center, SSC 202, or email to palsearch@uwosh.edu

Minimum Requirements and Qualifications of Peer Advising Liaisons:

- Current UW-Oshkosh student with minimum of 24 credits earned at the time of application (excluding CLEP, AP, CAPP and Retro credits); at least 12 of which must have been earned at UW Oshkosh before Spring 2017
- A minimum combined GPA of 2.5 and in "Good Standing" (if gpa drops below 2.5, employment will be terminated)
- Must give a one-year commitment to this position (January 2017 – December 2017), be enrolled in at least 6 credits both Spring and Fall 2017 semesters, and be on campus for the interview process during November 2016
- Able to work 6-12 hours per week each semester
- Actively participate in orientation training sessions the week of Jan. 23-26, 2017, which is the week after interim ends and before the spring semester begins; and one day of training before the fall semester begins
- Attend PAL staff meetings approximately six Fridays per semester from 2:00-3:30 p.m.
- Strong communication skills
- Ability to efficiently use technology

Other preferred qualities: positive attitude; strong interpersonal skills; ability to stay focused; self motivated; good problem solving skills; enjoy working with others; respect for our diverse student population; and willing to provide immediate information/support for students as an academic and campus resource.

PAL Mission Statement:

"In partnership with the academic advisors, we are students helping our campus peers by being readily available to provide quality resource information related to academics, UW Oshkosh and advising processes in a positive, encouraging environment."

Salary:

PALs will be paid a starting rate of \$8.25 per hour. Work hours will be 6-12 hours a week. Note: Hours are not guaranteed and are subject to change.

Job Responsibilities:

- Assist students by analyzing concerns and making appropriate referrals
- Make appointments for students with advisors
- Respond to phone calls and emails
- Complete projects for the advising office
- Provide follow-up support after an advising appointment
- Be available for drop-ins in UARC
- May include assisting with the Academic and Career Exploration class
- Administrative support and other office duties as assigned

PALs provide the following...

Referrals: refer student to campus and web resources including major/career exploration, advising, tutoring, financial aid, student accounts, etc.

Registration Information: how and when to register for classes using TitanWeb; how to use the University academic calendar including the last day to drop/add courses; how to repeat a class

Problem Solving: help students identify/locate faculty advisor and/or UARC advisor and/or SSC advisor; assist students in printing and reading STAR reports; help complete major or minor changes

General Information: differences of degrees (BA, BS, BFA, BBA, BSE, etc); campus information

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Undergraduate Advising Resource Center, SSC 202, or email to palsearch@uwosh.edu

Last Name _____ First Name _____ Middle Initial _____

UW Oshkosh ID# _____ Cell (or preferred) Phone _____

Local Address _____

UW Oshkosh e-mail: _____@uwosh.edu

Semester/Year first entered UW Oshkosh: _____ Combined GPA: _____

Total credits earned (not including in progress): _____ Total credits completed at UW Oshkosh: _____

Expected Graduation Date: _____ Last semester able to work: _____

Major: _____ Minor: _____

I will make a one-year commitment Yes ___ No ___

I am able to work 6-12 hours each week Yes ___ No ___

Are you eligible for work study? Yes ___ No ___

If no, are you willing to check with Financial Aid to see if you qualify for work study? Yes ___ No ___

(work study is not a requirement of this position)

I will attend PAL training one week prior to the beginning of the spring semester (which is the week following interim) Yes ___ No ___

I will attend PAL training meetings during the spring semester on Fridays from 2:00-3:30pm Yes ___ No ___

(If you haven't registered yet, use your shopping cart to make sure you will not have this time conflict)

I will attend one day of PAL training prior to the beginning of the fall semester... Yes ___ No ___

Submit with this application:

- List all of your work experience from the last 3 years (must include all campus jobs). For each position, list the employer (company/organization); position; supervisor's name, address, and phone number; dates of employment and reason for leaving. We reserve the right to check employment history and references.
- List extracurricular and volunteer experiences from the last two years.
- Answer the following short essay questions: *Your written presentation of yourself will be considered during your application review. The Writing Center & Career Services provide great support to students in many ways. You can have the Writing Center look over your responses to the questions or have Career Services help you prepare for an interview. They are FREE!*
 - How did you hear about the Peer Advising Liaison (PAL) position?
 - Why do you want to be a PAL?
 - Describe two or three recent extracurricular and/or volunteer experience(s). How will you use what you have learned through these experiences to contribute to the PAL program? (Please focus on college or recent community experience).
 - Describe an interaction you had with an academic advisor in the UARC and what did you learn?
- Attach a copy of the first page of your STAR

Also submit one recommendation by Nov. 15, using the attached *PAL Recommendation Form*, from a former supervisor and/or UW Oshkosh faculty/staff member -if none available, a coach, advisor for a club, or other person who oversees your participation in some way (excluding undergraduate student employees and CAs). Family or friends may not write recommendations. We may contact your recommenders.

To the best of my knowledge, the information on this application is complete and honest. I understand that a criminal background check might be conducted. An unsuccessful criminal background check or university disciplinary probation will render me ineligible for hire.

Signature _____

Date _____

The PAL program is sponsored by differential tuition



Peer Advising Liaison Recommendation Form

Recommenders must be UW Oshkosh faculty or staff member (excluding undergraduate student employees and Community Assistants/ CAs), or former/current supervisor. *(Please type or print)*

Applicant's name: _____

Return form to applicant by: _____

Recommender's name: _____

Relationship to the applicant: _____ Phone or email: _____

To be completed by the recommender:

The applicant named above has applied for a Peer Advising Liaison position in the Undergraduate Academic Resource Center. Thank you for your time in completing this recommendation.

Please use the following scale to rate the applicant, in comparison to his/her peers, on the criteria below:

- 1 - Outstanding (top 5%) 3 - Good (top 35%) 5 - Below Average (lower 35%)
- 2 - Excellent (top 15%) 4 - Average (middle 50%) 6 - Poor (lower 5%)

Criteria	1	2	3	4	5	6	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, uses creativity)							
4. Independence (performs work without close supervision)							
5. Disciplined work habits (follows instructions, on-time, attendance)							
6. Quality of work (organized, accurate, thorough)							
7. Potential as a leader (uses group process effectively, self –confident)							
8. Attitude (makes positive contributions, refrains from focusing on the negative)							
9. Communication Skills (listens to others, strong written and verbal skills)							

Overall recommendation: *Without enthusiasm* *Fairly Strongly* *Very Strongly*

Recommender's Signature _____ Date: _____

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

Feel free to use the other side if needed

Notice of Nondiscrimination

The University of Wisconsin-Oshkosh is committed to nondiscrimination on the basis of race, color, ethnic or national origin, sex, sexual orientation, gender identity, gender expression, religion, age, ancestry, disability, genetic information, military status, veteran status, arrest or conviction record, or political affiliation in admissions, educational programs or activities and employment, including employment of disabled veterans and veterans of the Vietnam Era, as required by applicable laws and regulations.

UW Oshkosh will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the UW Oshkosh's legal duty to furnish information.

Inquiries concerning Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans With Disabilities Act Amendments Act of 2008, may be directed to the Director of Equity and Affirmative Action, University of Wisconsin-Oshkosh, 800 Algoma Boulevard, Oshkosh, Wisconsin, 54901 (Phone) 920-424-0330.