

Peer Advising Liaison (PAL) Employment Application

Return completed application materials by **4:30 on February 12, 2010** to:
Undergraduate Advising Resource Center, D130, or email to barrett@uwosh.edu.

Minimum Requirements and Qualifications of Peer Advising Liaisons:

- Current UW-Oshkosh student at time of application
- Minimum of 35 credits earned at the time of application (excluding CLEP, AP, CAPP and Retro credits); at least 24 of which must have been earned at UW Oshkosh by Fall 2010
- A minimum combined GPA of 2.5 and in "Good Standing" at UW-Oshkosh (if drop below 2.5, will be terminated)
- Must give a one year commitment to this position (fall and spring semesters)
- Able to work 6-12 hours per week each semester
- Actively participate in orientation training sessions one week prior to the start of the fall semester
- Attend PAL staff meetings and other workshops for continued training
- Strong communication skills (written and verbal)
- Strong computer skills

Other preferred qualities: strong interpersonal skills; positive attitude; ability to multitask; self motivated; enjoys working with others; 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 curriculum, career planning, UW Oshkosh and advising processes in a positive, encouraging environment."

Salary:

PALs will be paid a starting rate of \$7.90 per hour. Work hours will be 6-12 hours a week. Note: Hours are not guaranteed and are subject to change.

Job Responsibilities:

- 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 walk-ins at the PAL office in Scott Hall and the UARC
- Assist students with exploration programs such as *WISCareers* and *O Net*
- May include assisting with the Academic and Career Exploration class
- Administrative support duties such as filing, inputting data on spreadsheets, etc.
- Other office duties as assigned

PALs also provide the following...

Referrals: refer student to campus and web resources including 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; 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

Peer Advising Liaison (PAL) Employment Application

Return completed application materials by **4:30 on February 12, 2010** to:
Undergraduate Advising Resource Center, D130, or email to barrett@uwosh.edu.

Last Name _____ First Name _____ Middle Initial _____
UW Oshkosh ID# _____ Date of Birth _____
Local Address _____ Phone _____
Home Address _____ Cell _____
UW Oshkosh e-mail: _____@uwosh.edu

Semester/Year first entered UW Oshkosh: _____
Total credits completed by end of this semester: _____
Total credits completed at UW Oshkosh: _____ Combined GPA: _____
Expected Graduation Date: _____ Last semester able to work: _____
Major: _____ Minor: _____

I will be available for afternoon hours. Yes ___ No ___ Evening hours? Yes ___ No ___

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

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

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

Submit with this application:

- Two recommendations, at least one of which must be from a UW Oshkosh faculty or staff member. The second recommendation can be from a PAL, PA, CA, or employer. Family or friends may not write recommendations. Recommendations must be written on the attached PAL Recommendation Form.
- On a separate piece of paper 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.
- Copy of your current STAR
- Typed responses to the following essay questions:
 - 1) How did you hear about the Peer Advising Liaison (PAL) position?
 - 2) Why do you want to be a PAL?
 - 3) Describe extracurricular activities, leadership, experiences, or volunteer work in which you have been involved, especially during college. What have you learned from these experiences and how will that contribute to your success as a PAL?
 - 4) What communication skills do you consider to be important? Give an example of how you use these skills.
 - 5) What experience do you have in handling stressful situations? Please give an example of a situation and how you handled it.
 - 6) What was an interaction you had with an academic advisor in the UARC and what did you learn?

To the best of my knowledge, the information on this application is complete and honest. I understand that a criminal background check will also be conducted for me. 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