Peer Advising Liaison (PAL) Employment Application

Return completed application materials by **4:30 on Thursday October 25, 2012** to:
Undergraduate Advising Resource Center, SSC 202, or email to schneimm@uwosh.edu

Minimum Requirements and Qualifications of Peer Advising Liaisons:

- ☐ Current UW-Oshkosh student at time of application
- ☐ Minimum of 24 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 Spring 2013
- ☐ 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 (January 2013 – December 2013) and be a full time student both Spring and Fall 2013 semesters
- ☐ Must be on campus for the interview process during November and December 2012
- ☐ Able to work 6-12 hours per week each semester
- ☐ Actively participate in orientation training sessions the week of Jan. 21 – 25, which is the week after interim ends and before the spring semester begins
- ☐ Attend PAL staff meetings on Fridays from 2:00-3:30 p.m. on the following dates: February 1, 8, 22, March 8, April 5 and 26
- ☐ Strong communication skills (written and verbal)
- ☐ Ability to efficiently use technology

Other preferred qualities: strong interpersonal skills; positive attitude; ability to stay focused; self motivated; good problem solving skills; 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:

- Assist students by analyzing concern and making appropriate referral
- 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 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

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Last Name_____First Name_____Middle Initial_____
UW Oshkosh ID#_____Cell (or preferred) Phone _____
Local Address_____
Home 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 be available for morning hours. Yes____ No_____ Afternoon hours? Yes___ No___
Evening hours? Yes___ No_____ I am able to work 6-12 hours each week. Yes ___No ___
I will make a one-year commitment. Yes____ No___
I will attend PAL training one week **prior** to the beginning of the spring semester. Yes____ No___
I will attend PAL training meetings during the spring semester on the following Fridays from 2:00-3:30pm:
February 1, 8, 22, March 8, April 5 and 26 Yes____ No___
(If you haven't registered yet, use your shopping cart to make sure you will not have this time conflict)

Submit with this application:

- Two recommendations using the attached PAL Recommendation Form. Request references from former supervisors-if none available, a coach, advisor for a club, or other person who oversees your participation in some way; and at least one from a UW Oshkosh faculty/staff member (excluding student employees). Family or friends may not write recommendations. We will most likely contact your recommenders.
- 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 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!*
  1) How did you hear about the Peer Advising Liaison (PAL) position?
  2) Why do you want to be a PAL?
  3) 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).
  4) Describe 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 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

***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**:*

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:*_____

*Relationship to the applicant:*_____ *Phone or email:*_____

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

_____

_____

_____

_____

_____

Feel free to use the other side if needed.

S:\Provost\Advising\PAL - Peer Advising Liaisons\Hiring-Selection process\Peer Advising Liaison Recommendation Form.doc