Application Packet For
Study Group Leader

University of Nebraska at Kearney
Learning Commons
Calvin T. Ryan Library #223
(308) 865-8728

UNK Learning Commons
STUDY GROUP LEADER  
Position Description

Job Description: Study Group Leaders (SGLs) coordinate with tutors to lead group-based study sessions for a particular course. They are responsible for communicating consistently with tutors to be thoroughly prepared for each study group session. SGLs work with Learning Commons staff to determine the best days and times for study group sessions based on student availability and interest. SGLs use group-facilitation techniques to ensure that students have opportunities to become more independent and confident in their studies.

Qualifications: In order to qualify for a Study Group Leader position, applicants must:

- possess the following work habits and interpersonal skills:
  - Sincere desire to serve the campus community
  - Collaborative demeanor with supervisors and fellow workers
  - Independently dependable and responsible
  - Inviting and engaging with new people
  - Creativity and flexibility when helping others learn

- meet the following academic standards:
  - Be a UNK student (Undergraduate and Graduate students encouraged to apply)
  - Have and maintain minimum 3.2 GPA in the subject the applicant wishes to support
  - Have and maintain a minimum cumulative 3.0 GPA
  - Communicate clearly in English

Application: Completed applications must be submitted by posted deadlines and include the following two (2) items:

1) Completed application form including:
   - One (1) UNK faculty recommendations addressing competence in the target language (forms included in this packet)
   - One academic advisor recommendation addressing general work habits and interpersonal skills (form included in this packet)

2) Current unofficial transcript (this can be printed from myBlue)

Provisions: Contract renewable on a semester basis provided:

a. The SGL achieves acceptable academic progress
b. The SGL fulfills responsibilities outlined in the SGL contract
c. A need for the SGL exists in the designated academic area
d. The SGL abides by the laws, policies, and regulations of the institution and local, state, and federal governments.

Hours/Salary: SGLs co-plan and co-host 1-2 study group sessions per week. Study Group Leaders are paid a competitive hourly wage that increases with experience.

Contact Information: UNK Learning Commons - (308) 865-8728
Keri Pearson, Assistant Director: pearsonka@unk.edu
Study Group Leader
Application

Date Received ____________________________ (office use only)

Full Name: ____________________________________________
    Last                               First                          M.I.

Student ID#______________________________

Local Address: ____________________________________________

    City       State       Zip

Phone: (____)_____________________

Class Standing: FR    SO    JR    SR    GR

College(s) attended:_____________________________________

Major:________________________________ Minor:________________

Cum. GPA:________________________ Semester Hours Earned:___________

How many semesters will you be available to work?_______________

Hours per week you can work? _______      ______
    Min                Max

Do you have another on-campus job at UNK? Yes     Department: ____________ Hrs/Wk ______

No

List below the course for which you would like to lead a study group.

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Course Number</th>
<th>Grade</th>
<th>Semester Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: Biology I</td>
<td>105</td>
<td>A-</td>
<td>Fall 2014</td>
</tr>
</tbody>
</table>

Please indicate who we should expect references from below.

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Campus Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your teacher in course for which study group is being offered</td>
<td>____________________________</td>
<td>__________________</td>
</tr>
<tr>
<td>Academic Advisor in Major</td>
<td>____________________________</td>
<td>__________________</td>
</tr>
</tbody>
</table>

Office Use Only

Application materials received: Application   Transcript   Faculty Refs   Advisor Ref
Interview: Initial Email   Interview Date/Time   Completed
Hiring outcome: Hired   Not hired   On file
Please answer the following questions:

➢ Why are you interested in becoming a Study Group Leader in the Learning Commons?

➢ What study skills did you use in this class that you would like to help other students learn?

➢ Describe your relationship with the faculty members teaching this class:

➢ How would you encourage students to come back to the study group?

➢ What experience or previous jobs do you have that would help you be an effective Study Group Leader?

I have provided the information requested in this application in truth to the best of my ability.

______________________________
Signature

______________________________
Date

Please return this application and an unofficial copy of your UNK transcript to:

UNK Learning Commons
Application Collection
Calvin T. Ryan Library #223
Phone: (308) 865-8728

It is the policy of the University of Nebraska at Kearney not to discriminate based upon age, race, ethnicity, color, national origin, pregnancy, disability, sex, sexual orientation, gender identity, genetic information, veteran's status, marital status, religion or political affiliation.
Faculty Recommendation for Study Group Leader

Applicant’s NUID#:____________________  Applicant’s Name:______________________________________________

Instructor’s Name:_________________________  Class:__________________________________________________

What classes has the applicant studied with you?

How well does the applicant work with peers? How well has the applicant worked with you?

Is the applicant able to communicate the subject clearly in English?

Is the applicant dependable and responsible?

Please describe the applicant’s leadership qualities:

Do you recommend the above student as a Study Group Leader?

_____ Highly and without reservation

_____ Recommend

_____ I do not feel comfortable recommending this student.

_____ I am not familiar with the qualifications of this student

On the back of this form, please write any further information which would help us determine the applicant’s suitability for this position.

Signature ___________________________ Date __________________________

Title ___________________________ Department __________________________

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Academic Advisor Recommendation for Study Group Leader

Applicant’s NUID#: ____________________  Applicant’s Name: ________________________________________________

Advisor’s Name: ________________________  Department: _____________________________

Major for which you advise the applicant: ____________________________  # of semesters advised: ______

How has the applicant demonstrated the ability to engage positively and personally with you?

Is the applicant independently dependable and responsible about their advising meetings with you?

Please describe the applicant’s enthusiasm for learning:

Do you recommend the above student as a Study Group Leader?

_____  Highly and without reservation

_____  Recommend

_____  I do not feel comfortable recommending this student.

_____  I am not familiar with the qualifications of this student

On the back of this form, please write any further information which would help us determine the applicant’s suitability for this position.

_________________________  _____________________________
Signature  Date

__________________________________________________________
Title  Department