
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:	<p>In order to qualify for a Study Group Leader position, applicants must:</p> <p>possess the following work habits and interpersonal skills:</p> <ul style="list-style-type: none">▪ 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 <p>meet the following academic standards:</p> <ul style="list-style-type: none">▪ Be a UNK student (Undergraduate and Graduate students encouraged to apply)▪ Have and maintain minimum 3.2 GPA in the <i>subject</i> the applicant wishes to support▪ Have and maintain a minimum <i>cumulative</i> 3.0 GPA▪ Communicate clearly in English
Application:	<p>Completed applications must be submitted by posted deadlines and include the following two (2) items:</p> <ol style="list-style-type: none">1) Completed application form including:<ul style="list-style-type: none">○ 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:	<p>Contract renewable on a semester basis provided:</p> <ol style="list-style-type: none">a. The SGL achieves acceptable academic progressb. The SGL fulfills responsibilities outlined in the SGL contractc. A need for the SGL exists in the designated academic aread. 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: _____ Student ID# _____
Last First M.I.

Local Address: _____ Phone: (____) _____
City State Zip 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? _____ <i>Min Max</i>

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.

<u>Course Name</u>	<u>Course Number</u>	<u>Grade</u>	<u>Semester Taken</u>
Example: <i>Biology I</i>	<i>105</i>	<i>A-</i>	<i>Fall 2014</i>
_____	_____	_____	_____

➤ Please indicate who we should expect references from below.

<u>Role</u>	<u>Name</u>	<u>Campus Phone</u>
<i>Your teacher in course for which study group is being offered</i>	_____	_____
<i>Academic Advisor in Major</i>	_____	_____

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

Please return to:

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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

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