Supportive Seminars
Supportive Seminar Leader Application

The Supportive Seminars program hires students who have a high commitment to helping others achieve their academic goals. You should be able to relate to and understand students’ needs. Supportive Seminar Leaders help students in a variety of settings—courses, study sessions, and individual appointments. Our mission is to help students develop self-efficacy and transferable skills within their learning at UNI to set them up to succeed in their college career.

Successful applicants for this position have excellent communicative, academic, and interpersonal skills. They should have and maintain a grade point average of at least 3.0 and be willing to work with students in a variety of settings. For further information, contact: Casey Hoekstra, Supportive Seminars Graduate Assistant (712-461-1414), hoekstrc@uni.edu.

1. Keep page 1.
2. Complete and return pages 2 and 3 to: Casey Hoekstra, Supportive Seminars Graduate Assistant, ITTC 008, hoekstrc@uni.edu.

Job Description

The Supportive Seminar Leader works an average of 12 hours per week in the and performs the following duties:

1. Act as a role model for the students of your course by consistently attending the course for which you are leading Supportive Seminars, taking effective notes, and actively engaging in the course.
2. Plan and organize activities for the Supportive Seminar sessions that encourage participation from all students.
3. Facilitate two 90-minute Supportive Seminar study sessions each week that help students gain a better understanding of the course content and introduce them to transferable skills that can help them succeed in other college courses as well.
4. Keep track of all services provided to students and maintaining accurate records of services provided to students.
5. Meet with students individually and in groups to accommodate each learner’s needs.
6. Collaborate with the Supportive Seminars staff through idea sharing, thinking critically, and offering feedback.
7. Attend and contribute to staff meetings for professional development and the exchange of ideas within the Supportive Seminars program.
8. Maintain confidentiality of students and following department policies and procedures.
9. Create and update resources as needed.
10. Assist with the training of new Supportive Seminar Leaders and serve as a mentor to them.
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Application Form

Name _________________________________________________________________
E-mail_____________________________   Student Number ______________________
Local Address ________________________________________  Phone ____________
Home Address ________________________________________  Phone ____________

Present Classification:  FR_____  SOPH_____  JR_____  SR_____  GRAD_____
Work Study:  yes___ no___

Academic Major(s) _______________________________________________________
Academic Minor(s) _______________________________________________________
Cumulative GPA _______  Expected Graduation Month/Year ____________________
Other Institutions Attended _________________________________________________
Relevant training or experience
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

1. List at least two faculty or other University personnel who are familiar with your work and are willing to serve as references. Please provide contact information:

   2. Why do you want to be a Supportive Seminar Leader?

   3. What special or unique contributions do you feel you could make to the Supportive Seminars program?

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4. List relevant paid or unpaid leadership experiences (e.g., in clubs, interest groups, residence life, employment, teaching, tutoring). List also your other activities and employment.

5. Indicate courses from which you have acquired knowledge, skills, and values that you see as being helpful to you in this program. Please specify and explain.

6. Describe your studying process and learning strategies. Please provide explanations and illustrations.

7. Please attach a two-page essay describing a powerful academic experience during your college career that has shaped you as a person and learner. (example: a course that changed your way of thinking, a challenge you had to overcome to succeed in a course, etc.)

Your signature below will indicate that your statements are true and that you want to be considered for a Supportive Seminar Leader position.

Signature ________________________________________ Date _____________

If you submit this application electronically, submission of this form will indicate that your statements are true and that you want to be considered for a Supportive Seminar Leader position.

Please return this application to the Academic Learning Center, 008 Innovative Teaching & Technology Center (ITTC) or to hoekstrc@uni.edu.

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