The Student Leadership Program strives to develop effective and essential leadership skills in students and student groups through comprehensive leadership education and diverse experiences.

Qualifications:
- University of Wisconsin-Madison student
- Ability to work in a collaborative team environment with the other coordinators, SLP members, the SLP advisor, advisory boards, and student body at large
- Ability to work with diverse groups of people including but not limited to: difference of opinion, leadership style, culture, religion, sexual orientation, and ethnicity.
- Possess a desire to learn student development theories, identity theories, and other leadership theories in order to better guide and direct the program.
- Possess a desire to research knowledge of "cutting edge" developments in the leadership area as stated in the SLP mission.
- Ability to work toward developing a "campus-wide leadership development program" as stated in the UW-Madison strategic plan.

Expectations:
- **Inspire A Shared Vision:** Assist in the vision and goal development of SLP and work toward accomplishing the goals developed by the organization.
- **Enable Others To Act:** Involve, empower, assist and direct SLP members through the development, coordination and evaluation of all SLP programs and services. Assist the SLP members in accomplishing their personal leadership goals by giving them the opportunities and experiences necessary to do so.
- **Encouraging The Heart:** Serve as a motivator and resource to the members of SLP and to the populations you serve.
- **Challenge The Process:** Think outside of the box, while still working in a collaborative style, share ideas, new initiatives, and new ways of thinking that will strengthen and further develop the program.
- **Model The Way:** Serve as a role model for other students and student organizations through your position within the organization by serving as a resource and fulfilling SLP membership.

Requirements:
- **Time Commitment:** The Student Services and Finance Committee (SSFC) has funded the coordinator positions for 20 hours per week, currently budgeted for 40 weeks, at $9.19/hr. The position may require more time than that per week. Maintain consistent office hours.
- **CfLI Advisor:** Meet weekly with the SLP Advisor.
- **ASM Responsibilities:** Responsible for reviewing, evaluating and presenting the SLP Budget, assisting in the eligibility process in a bi-annual basis.
- **CfLI:** Serve as an ambassador for the Center for Leadership and Involvement (CfLI).
- **Summer:** Summer employment is available beginning July 1st, 2010. At least one coordinator needs to be on campus beginning this date. Every other coordinator must be easily available upon request.
- **Training:** The coordinators will be expected to attend all training and transition programs scheduled. Every effort will be made to work around the coordinators academic and summer schedules.
- **Strategic Planning:** The coordinator’s role and SLP’s mission, goals, and objectives are all undergoing a more rigorous form of examination under the Strategic Planning group. Coordinators are expected to be aware of the process and help participate and contribute as a group.
- **Summer:** A minimum of two coordinators should be in Madison and the SLP office for a vast majority of the summer, beginning July 1, 2011 at the latest.

**Note:** The duties and responsibilities are not all-encompassing and the selected coordinators will be expected to be flexible and understand that organizational changes may alter these expectations and position descriptions.
INTERNAL AFFAIRS AND DEVELOPMENT COORDINATOR
POSITION DESCRIPTION

The Internal Affairs and Development Coordinator is responsible for directing, coordinating and evaluating the development of the Student Leadership Program (SLP) membership, and the general recruitment, retention, and internal maintenance of the organization. The Internal Affairs and Development Coordinator is responsible for planning and implementing general member meetings, committee chair trainings, and internal development. This Coordinator is accountable to the SLP membership, and the SLP Advisor.

Responsibilities:
- To work as a team with the SLP advisor and three other SLP coordinators.
- To have a participative management style with the SLP membership.
- To meet weekly with the SLP Advisor and work collaboratively to meet the leadership needs of the student body and student organizations, the outreach needs of the program, and the developmental needs of the Student Leadership Program members.
- Participate and serve as an integral part of all SLP functions.
- Continuously work to improve the goals of the organization.

Duties Include But Are Not Limited To The Following:

**Internal Affairs**
- Plan and participate in recruitment efforts to promote membership in the SLP.
- Plan and participate in efforts to evaluate the organization’s effectiveness in meeting the needs of the members of SLP.
- Plan the SLP Retreats with the assistance of the SLP membership, other coordinators and the SLP advisor.
- Plan staff development programs periodically for the SLP membership.
- Plan, organize and participate in committee chair trainings.
- Plan, organize and participate in associate member meetings.
- Keep SLP members up to date of campus-wide issues and recommend the level of involvement for the organization.
- Edit and maintain the SLP website and blog.
- Create and send the SLP Update to members and interested students.
- Plan and implement each general SLP meeting, retreats and internal developments
- Keep accurate records of all membership attendance and membership requirements.
- Work closely with the Leadership Resource and Campus Relations Chair, Leadership Through Volunteering and Special Events Chair.
- Maintain the SLP email address, Twitter, Facebook and Shutterfly accounts.
- Assist the OOB coordinator in planning both the Fall and Spring Kick-Off events.
- Develop an internal recognition process for outstanding SLP members.
- Planning and organizing a possible Leadership Week Celebration and collaboration with other student organizations as well as other SLP committees.
LEADERSHIP EVENTS & TRAINING PROGRAM
COORDINATOR
POSITION DESCRIPTION

The Leadership Events & Training (LEAT) Coordinator is responsible for directing, coordinating, and evaluating the general leadership programs facilitated and sponsored by the Student Leadership Program (SLP), and the general training programs that are targeted for the student body at large and/or specific populations of the student body. The programs developed in this area, will have the primary objective of increasing the leadership development and skill development of student body. The LEAT Coordinator is accountable to the SLP membership and the SLP Advisor.

Responsibilities:
- To work as a team with the SLP advisor and three other SLP coordinators.
- To have a participative management style with the SLP membership.
- To meet weekly with the SLP Advisor and work collaboratively to meet the leadership needs of the student body and student organizations, the outreach needs of the program, and the developmental needs of the Student Leadership Program members.
- To meet weekly with each committee chair under LEAT and attend their weekly meetings as an advisor and resource to their committee
- Participate and serve as an integral part of all SLP functions.
- Continuously work to improve the goals of the organization.

Duties Include But Are Not Limited To The Following:
- Challenging each committee chair to further develop their leadership skills (facilitation), innovate their programming, and empower each member of their committee
- Responsible for advising, helping, and further developing…
  - The Big Ten Leadership Network including the Big Ten Leadership Network Mini-Conference
  - Leadership in Communication, serving as a resource for speakers
  - Students Advancing in Leadership
  - The Emerging Leaders Program
- Maintain a campus-wide set of programs for students to be able to learn introductory to advanced level leadership skill development through programs and training across campus.
- Work with committee chairs and coordinators to create unique and innovative leadership offerings through the LEAT branch
- Assess the individual leadership needs of the students and adjust training programs accordingly.
- Formalize a marketing plan for workshop modules and leadership events
- Assist the Internal Affairs & Development Coordinator in planning General Member Meetings and Committee Chair Trainings
- Planning & organizing programs in conjunction with Wisconsin Welcome
- Researching and proposing off-campus leadership speakers or speakers whose message directly relates to the SLP mission
- Developing collaborative efforts through business sponsorships, donations, and grants
- Maintaining contact with national leadership resources as well as each Big Ten school’s leadership body
- Working with professional staff, both within and outside of UW – Madison
- Edit and update the website in collaboration with the other Coordinators
ORGANIZATION OUTREACH COORDINATOR
POSITION DESCRIPTION

The Organizational Outreach Coordinator is responsible for overseeing and advising committees which direct, coordinate, and collaborate on programs specifically targeting the leadership of student organizations and individuals on campus. The Organizational Outreach Coordinator will also be responsible for general outreach to the campus and community. This Coordinator is accountable to the SLP membership and the SLP Advisor.

Responsibilities:
- To have a participative management style with the SLP membership.
- To meet weekly with the SLP Advisor and other coordinators and work collaboratively to meet the leadership needs of the student body and student organizations, the outreach needs of the program, and the developmental needs of the Student Leadership Program members.
- Participate and serve as an integral part of all SLP functions.
- Continuously work to improve the goals of the organization.

Duties Include But Are Not Limited To The Following:
- To plan and implement programs that give experienced student leaders the opportunity to share their knowledge and advice.
- Oversee and assist the Organization Development Consultants in completing the following:
  - To assess the needs of student organizations and evaluate to determine whether SLP meets those needs.
  - To develop resources to assist organizations in the management of their group.
  - To develop, plan and implement programs that will encourage collaboration among student organizations and groups on campus.
- Oversee and advise the Leadership & Social Justice Committee, serve as a resource planning the LSJC movie nights, book clubs, sensory gallery, identity dialogues, and other collaborative social justice events.
- Oversee and advise the Student Consultants and Speakers Bureau and serve as a resource planning workshops, training and selecting new facilitators, etc.
- Oversee and advise the Leadership Conference Committee.
- Oversee and advise the overall development, planning, and implementation of the All-Campus Leadership Conference Committee.
- Plan, organize and advertise for the fall and spring Student Leadership Program kickoffs with the assistance of the other coordinators.
- Assist the Internal Affairs & Development Coordinator in planning General Member Meetings and Committee Chair Trainings.
- Assist the Internal Development and Affairs Coordinator to edit and update the SLP website.
- Responsible for outreach to other student organizations including but not limited to co-sponsoring/collaborating on programs, attending student organization meetings to promote SLP services, to seek out opportunities SLP can be involved in other programs/events occurring on campus.
- Develop alumni, faculty/staff, and student connections to assist in the development of the program.
- Stay abreast of current trends in the area of organizational management that may assist our student groups.
FINANCIAL COORDINATOR
POSITION DESCRIPTION

The Financial Coordinator is responsible for overseeing, creating and maintaining the Student Leadership Program’s budget. This coordinator will work closely with the SLP Advisor and the other SLP coordinators in creating the organization’s budget. This coordinator will also appear before the SSFC panel during the fall to secure funds from ASM. Additionally, this coordinator will handle all contact with ASM including, but not limited to: a mid year and end of the year report.

Responsibilities

- To work as a team with the SLP Advisor and three other SLP coordinators.
- To have a participative management style with the SLP membership.
- To meet weekly with the SLP Advisor and work collaboratively to meet the leadership needs of the student body and student organizations, the outreach needs of the program, and the developmental needs of the Student Leadership Program members.
- Participate and serve as an integral part of all SLP functions.
- Meet monthly with committee chairs to discuss budget and plan spending.
- Prepare beginning of the year budget with each committee.

Duties Include, but not limited to:

- In partnership with the coordinators, prepare and present the yearly budget proposal.
- Prepare all necessary paperwork required to hold an ASM budget including the mid-year report and end-of-the-year report.
- In partnership with the coordinators, manages the SLP Budget in a fiscally responsible manner.
- Being a trained and authorized signer for financial matters.
- Review timesheets and records of staff hours for accurate financial tracking.
- Work with the SSFC Financial Specialist to pay bills in a timely and efficient manner (when possible, bills should be paid in advance).
- Maintain SLP’s accounting system and record ongoing expenses.
- Provide staff with budget updates monthly and on an as-needed basis.
- Educate SLP leadership and general membership about financial procedures where appropriate.
- Be a resource in searching or applying for available grants.
- Routinely check to ensure office supplies are stocked (including SLP letterhead, coversheets, brochures).