Center for Leadership and Involvement – CfLI Summer Intern Description

The Center for Leadership and Involvement (CfLI) is a comprehensive student involvement and leadership center located in the Red Gym. As a department within the Division of Student Life at the University of Wisconsin – Madison, we help to cultivate and engage students through practical leadership skill development and involvement experiences. CfLI promotes involvement through student organizations, student employment, research and internship opportunities, volunteering and service learning, study abroad opportunities and intramurals and recreational sports. For more information about the office please visit: www.cfli.wisc.edu.

A CfLI Summer Intern will report directly to the Assistant Director of Involvement.

**New Student Orientation (SOAR)**
- Staff the Center for Leadership and Involvement at the SOAR Resource Fair, Freshman SOAR time: 11am-12:15pm Transfer SOAR time; 2-3:15pm. SOAR dates will start May 20th and continue until August 14th. There is no SOAR the week of July 1-7.
- Work with incoming students and their family members in answering questions about getting involved on campus.
- Restock promotional displays and recruitment materials for use during SOAR.
- Opportunities to assist in presenting at Involvement Session for parents will be available for those interns seeking public speaking experience.

**Marketing**
- Meet weekly with the Assistant Director of Involvement
- Distribute CfLI marketing and advertising materials
- Individual projects tailored to intern’s future career aspirations and office needs. Projects may include items such as: maintain CfLI’s social media presence, designing & distributing weekly e-newsletter, developing slides for campus electronic bulletin boards, etc.

**Other**
- Work in collaboration with CfLI Professional Staff on projects that advance an office area (involvement, leadership, advising or technology)
- Other duties as assigned

**Qualifications**
Organized and responsible
Strong verbal communication skills
Strong attention to detail
Working knowledge of Microsoft word and excel
Creative and innovative
Comprehensive oral and written skills
Excellent work ethic and shows willingness to learn
Graphic design experience (i.e. InDesign, Photoshop, Illustrator) is desired

**Compensation:**
This is an unpaid internship. Students are welcome to work with a school or college to receive class credit for this internship. Training will occur the week of May 6-10 and the internship will start on May 20th.

**Application Process:**
Please submit a resume and cover letter that outlines your qualifications and availability for this position along with 3 professional references to Claire Jennings at involvement@studentlife.wisc.edu. Application materials are due Friday, April 12th by 5 p.m.