Greek Life Graduate Advisor Position Description

The Center for Leadership & Involvement (CfLI) promotes student involvement, out-of-class learning experiences and leadership skill development as an integral part of a university education. Additionally, CfLI registers a diverse array of student organizations, and provides services, information, education, support, advising, and interpretation of university policies and procedures to assist with the development and strengthening of students and student groups. The center also sponsors several student organizations, including Student Leadership Program (SLP), Adventure Learning Programs (ALPS), Greek Life (fraternities and sororities) and the Wisconsin Singers. The Center for Leadership & Involvement is a department of the Division of Student Life.

The Center for Leadership & Involvement is an equal opportunity/affirmative action employer. We promote excellence through diversity and encourage all qualified individuals to apply.

Responsibilities:

- Serve as the primary advisor for one of the four governing councils: Interfraternity Council, Multicultural Greek Council, National Pan-Hellenic Council, Panhellenic Association
- Work as a part of the Greek Life Staff to continue to develop and evaluate polices, programs, and procedures for the Greek Community
- Advise one of the three Greek supplemental programs: Order of Omega, Greek Interns, IFC/PHA Judicial boards
- Maintain scheduled office hours
- Support other CfLI programs and operations
- Assist in compiling semester grade reports for 50+ chapters
- Attend the Association of Fraternal Leadership & Values conference Feb. 2 – Feb. 5, 2017
- Attend CfLI Staff Training Retreat, Fri. Aug. 26, 2016
- Weekend and evening hours will be necessary
- Encouraged to become a Green Dot Facilitator (Sexual Assault Bystander Intervention) and facilitate a few workshops for Greek Students
- Assist CfLI permanent staff as requested
- Other duties as assigned

Qualifications:

- Must be a current graduate student of the UW-Madison
- Commitment to providing friendly, responsive service to our customers and other office staff.
- A willingness to create an inclusive, welcoming and open working environment.
- Knowledge, understanding, and commitment student development and social justice
- Ability to assess, analyze and evaluate programs and learning
- Ability to set priorities and work both autonomously and as a team member
- Greek experience not required, but basic knowledge of Greek Community preferred
- Strong written and oral communication skills
- Proficiency with Microsoft Office products and the ability to develop other computer skills as needed

Compensation

- $12 per hour, 15 hours per week
- This is a temporary appointment starting August 15, 2016 and ending May 19, 2017

Application Process:

Please submit a resume, cover letter that outlines your qualifications, interest, and availability for this position, as well as three (3) references to Walter Williams at wwilliams@studentlife.wisc.edu. Applications are due by 5:00pm CDT on Friday, April 15, 2016. The review process will begin immediately.