Center for Leadership and Involvement – CfLI Greek Intern Description

The Center for Leadership and Involvement (CfLI) is a comprehensive student involvement and leadership center. CfLI promotes student involvement as an integral part of a university education, registers over 800 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. Furthermore, CfLI facilitates leadership programs for students including the Student Leadership Program (SLP), Adventure Learning Program (ALPs), Wisconsin Singers, and the Leadership Certificate Program. Specialized fraternity and sorority advising is also available promoting a Greek community grounded in the values of leadership, scholarship, citizenship, and fellowship. The Center for Leadership and Involvement CfLI is a department of the Division of Student Life.

Greek Interns will serve as University liaisons and provide administrative support to the chapters. This will ensure that chapters are more aware of the University’s expectations and ensure that chapters feel supported in terms of what they need from their individual Governance Councils and University Staff. To gain a better understanding of the duties, please see below:

**Responsibilities**

- Serve as advising support to assigned chapters and chapter leaders
- Assist in getting and updating chapter contact information/website information
- Promote campus/community events and programs
- Keep chapter/chapter officers informed of upcoming programs, events and due dates
- Work with chapters on any goals they would like to achieve and provide resources in any areas where they need assistance
- Provide assistance with reserving space on campus, registering as a student organization, meeting the requirements to host a social event, etc.
- Assist in planning and implementing Greek Community wide programming, including All Greek Awards and Presidents/Council Executive Training Retreat
- Attend office hours (6 per week) and weekly intern meetings
- Other duties as assigned

**Qualifications**

- Must be enrolled as a UW-Madison student
- Organized and responsible
- Strong attention to detail
- Working knowledge of Microsoft word and excel
- Creative and innovative
- Comprehensive oral and written skills
- Effective decision making skills
- Excellent work ethic and shows willingness to learn

**Compensation:**

This is an unpaid for internship for experience. Student maybe to earn class credit through their school or college and can count this experience towards completion of a Leadership Certificate.