Greek Life Graduate Advisor Position Description

The Center for Leadership and Involvement (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 that promotes a Greek Community grounded in the values of leadership, scholarship, citizenship, and fellowship is also available at CfLI. The Center for Leadership and Involvement CfLI is a department of the Division of Student Life.

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 policies, 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 57 chapters
• Assist with other duties as assigned
• Attend the Association of Fraternal Leadership & Values conference Jan. 29 – Feb. 1, 2015
• Attend CfLI Staff Training Retreat, Fri. Aug. 22, 2014
• Weekend and evening hours will be necessary

Qualifications:

• Must be a current graduate student of the UW-Madison
• Ability to assess, analyze and evaluate programs and learning
• Knowledge, understanding, and commitment to the principles of student development practice, as well as diversity and social justice
• 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, 20 hours per week
• This is a temporary appointment starting August 18, 2014 and ending May 22, 2015

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 T.J. Sargent at tsargent@studentlife.wisc.edu. Applications are due by 5:00pm CDT on April 25, 2014. The review process will begin immediately.