**Center for Leadership and Involvement** **University of Wisconsin-Madison**
**3rd Floor Red Gym, 716 Langdon Street** **Phone: 263-0365**

# UW-Leadership Certificate 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.**

**Description:** The Leadership Certificate Program strives to capture University of Wisconsin's commitment to leadership, celebrate student impact on the campus and community, and continue purposeful learning inside and outside the classroom.

**Responsibilities:**

- Advise Certificate applicants on a weekly basis
- Conduct presentations about the Leadership Certificate
- Assist in creating assessment tool for the Certificate program
- Maintain consistent and timely correspondence with applicants
- Assist with approving Academic Courses for Certificate
- Coordinate logistics for ceremonies and Value Capstone presentations
- Assist with optimizing the functionality of the Certificate application on the Wisconsin Involvement Network (WIN)
- Keep website and Leadership Certificate database up to date
- Coordinate Certificate marketing efforts
- Meet weekly with the Leadership Specialist in the Center for Leadership & Involvement.
- Other related duties as assigned
- Assist CfLI Professional Staff as requested.

**Requirements:**

- Commitment to providing friendly, responsive service to our constituents and other office staff.
- A willingness to create an inclusive, welcoming and open working environment.

**Qualifications:**

- Must be a current graduate student of the UW-Madison.
- Skills and Experience: Strong oral and written communication, presentation, event planning, and basic computer skills with the ability to develop other computer skills as needed. Attention to detail; ability to set priorities and work both autonomously and as a team member. Occasional evening hours required in order to accommodate student schedules.

**Salary and Hours**

- $12 per hour, position will be 15-20 hours a week, exact hours to be determined. The appointment is effective from May 2016 through May 2017, exact start date to be determined. Mandatory CfLI Student Staff Retreat held on Friday, August 26, 2016. No tuition remission available. Work study students are invited to apply.

**Application Process:**

- Please submit a resume and cover letter that outlines your qualifications and availability for this position along with 3 references to Donna Freitag at donna.freitag@wisc.edu .
- Application Deadline is April 8, 2016
- Interviews to be held April, 19, 20, 21 2016