UW-Leadership Certificate Graduate Student Position 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 900 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 organizations. Furthermore, CfLI facilitates leadership programs for students including the Student Leadership Program (SLP), Adventure Learning Program (ALPs), 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.

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:
- Conduct presentations about the Leadership Certificate
- Maintain consistent and timely correspondence with applicants and review committee members
- Assist with approving courses in leadership and global and cultural competence
- Coordinate logistics for ceremonies and Educational Artifact presentations
- Meet weekly with the Leadership Specialist in the Center for Leadership and Involvement.
- Keep website and Leadership Certificate database up to date
- Assist with the alumni networking dinner
- Serve as liaison to the Wisconsin Involvement Network (WIN) transition
- Assist with advising Certificate applicants
- Coordinate Certificate marketing efforts
- Other related duties as assigned

General Office Responsibilities:
- Represent the Center for Leadership and Involvement in a positive and professional manner

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. Evening hours required in order to accommodate student schedules.

Compensation:
- $12 per hour, position will be 20 hours a week; exact hours are to be determined. This is a 2013-2014 academic year appointment. Hours may be available during the summer of 2014 depending on budget and performance.

Application Process:
- Please submit a resume and cover letter that outlines your qualifications and availability for this position along with 3 references by Friday, July 19, 2013 to Donna Freitag at dfreitag@studentlife.wisc.edu.
- Interviews to be held July, 24-26, 2013
- Employment beginning August 5, 2013