

Wisconsin Experience Grant Administrator

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 750 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), Emerging Leaders Program (ELP), Big Ten Leadership Network, and Leadership Certificate Program. Specialized fraternity and sorority advising is also available promoting a Greek community grounded in the values of service, scholarship, leadership, and fellowship. **The Center for Leadership and Involvement (CfLI)** is a department of the Offices of the Dean of Students. We are committed to student learning and will tailor the job to meet a person's interests, abilities and experience.

Responsibilities:

- Provide advising, consultation and guidance to those interested in the WI Experience grant.
- Communicate and correspond with applicants as well as provide initial review of submitted grant applications to determine whether all relevant information has been provided. Work with Registered Student Organizations (RSOs) to ensure that questions have been answered and guidelines are clear.
- Create and maintain electronic and hard copy files for all applicants. Include all correspondence, application materials, receipts, payments and records of interactions.
- Schedule the bi-weekly WI Experience Grant Review Committee meetings, including preparing an agenda.
- Provide submitted applications to Grant Review Committee once all application materials have been received.
- Serve as a member of the Grant Review Committee which includes reading all applications, taking notes and evaluating submittals. Committee meetings occur every two weeks and generally run 1.5 hours.
- Communicate and correspond with all applicants informing them of the funding decision for their application. Write and distribute acceptance and denial letters which include specific reasoning for decisions and information relevant to the Wisconsin Experience.
- Coordinate the payment of approved requests with the awarded registered student organization. Maintain financial records that include receipts, invoices and other financial statements. Ensure all event evaluations are submitted.
- Maintain and track the grant's budget. Provide budget updates at Review Committee meetings and alert members of funding history for each applicant. Determine which groups have been funded, when they were funded, and if they have fulfilled their obligations associated with previous funding.
- Develop and maintain materials and resources, including Web site upkeep, for registered student organizations to help in completing the application process. Provide a comprehensive checklist for both internal and external use to ensure processes are being adhered to.
- Develop materials and resources for strengthening the internal processes for administering the grant including authoring letter templates that include the purpose and impact of the Wisconsin Experience.
- Meet on a consistent and continuing basis with the Coordinator of the WI Experience Grant
- Assist with other duties as assigned.

Qualifications:

- Available beginning immediately and assignment through May 2014.
- Ideal candidate must be available for training during the weeks of April 22nd and April 29th.
- Summer employment is strongly preferred. Position begins in earnest by mid-August.
- Must be a current undergraduate or graduate student of the UW-Madison.
- Must have excellent written and verbal communication skills and have the ability to work well independently as well as part of the CfLI and WI Experience Grant Review Committee teams.

Application Process, Hours and Salary:

- Please submit a resume and cover letter that outlines your qualifications and availability for this position along with 3 professional references to Jackie Murray at jmurray@studentlife.wisc.edu by Monday, April 1st, 2011 at 5 p.m.
- Minimum of 10 hours a week and an average of 15 hours a week is expected (~5 hours per week in summer). Salary will be \$10.00 per/hour and paid bi-weekly.