CSO – Student Coordinator 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 Committee on Student Organizations (CSO) is a special committee established by the Chancellor's Policy on the Conduct and Discipline of Registered Student Organizations (RSOs). The CSO is comprised of students, staff, and faculty and includes a CfLI staff representative.

Functions of the CSO:
- Carry out the registered student organization disciplinary process as established in the Policy on the Conduct and Discipline of Registered Student Organizations
- Review disciplinary process and procedures
- Set policy relevant to RSOs
- Create programs which will better connect and serve RSOs
- Advise the Center for Leadership & Involvement

The Center for Leadership & Involvement is an equal opportunity/affirmative action employer. We promote excellence through diversity and encourage all qualified individuals to apply.

Primary responsibilities
- Maintain CSO docket tracker with all case details
- Update Orgs not in Good Standing document as needed
- Meet weekly with CfLI Assistant Dean/Director
- Coordinate logistics of all CSO hearings and business meetings
- At end of semester complete final report from CSO docket and add to comparison document
- Other duties as assigned

Requirements:
Must be a current graduate or professional student of UW-Madison with knowledge, skills, and commitment to:
- Writing skills
- Organized and works within deadlines
- Detail-oriented
- Ability to maintain confidentiality of materials

Salary, Hours and Application Process
$12.00 per hour; 10-12 hours per week; exact hours to be determined. Appointment would be from mid-August 2017 to mid-May 2018. Interested candidates should send cover letter and resume to Eric Knueve at eric.knueve@wisc.edu. Position open until filled.