2017-18 Student Job and Internship Opportunities

Center for Leadership & Involvement
What is CfLI?

**Mission:**
To cultivate and engage students through practical leadership skill development and involvement experiences.

**Vision:**
Aspiring to be the premier center for integrated leadership development and involvement resources for all students.

**Core Departmental Values:**

*Intentional Learning through Experience:* We promote student development by challenging and supporting individuals through purposeful engagement and reflection to achieve learning outcomes that are transferrable to other contexts.

*Inclusive Collaboration:* We strive to create a culture of openness, respect, and enthusiasm that generates valuable campus–wide partnerships enabling all constituents to work towards accomplishing common goals.

*Socio-Cultural Awareness:* We promote diverse learning opportunities that spark exploration and action on critical issues of social justice.

*Student Centered:* We understand that our common purpose is to promote balanced involvement in developmental opportunities that enhance students’ unique connection to the University.

*Integrity & Accountability:* We are committed to making strategic decisions based on research and data collection, while taking responsibility for the impact of our actions.

*Quality Programs & Services:* We are dedicated to providing valuable out of the classroom learning experiences for students that produce a measurable and meaningful impact.

For full position descriptions and application information, please visit: cfli.wisc.edu/jobs.htm
Why work at CfLI?

Become a member of our team and you can...

Gain valuable real-world experience working in a university department,

Have fun working in a fast-paced environment with passionate people,

Meet great co-workers and expand your network of connections,

Practice and develop your professional communication skills,

Grow as a well-rounded and flexible UW student,

and become a member of the CfLI family!

Learn about the programs in this booklet:

Adventure Learning Programs (ALPs)
cfli.wisc.edu/overview_alps.htm

Greek Life
www.greeklife.wisc.edu

Leadership Certificate Program
cfli.wisc.edu/leadership_certificate.htm

Student Leadership Program (SLP)
cfli.wisc.edu/overview_slp.htm

Wisconsin Singers
wisconsinsingers.com

For full position descriptions and application information, please visit: cfli.wisc.edu/jobs.htm
**Graduate Positions**

*CfLI: Student Coordinator*

The CfLI Student Coordinator supports the department through the coordination and execution of outreach efforts, programmatic support and general administrative assistance. The Coordinator will engage in resource fairs and student panels, develop program content and support the department in advancing key strategic priorities.

**Compensation:** $12.00 per hour  
**Hours per week:** 8-10  
**Application Deadline:** Applications received by Sunday, April 16th, 2017 at 11:59 pm will receive guaranteed consideration. Position remains open until filled.  
**Start Date:** August 2017; Mandatory Orientation on Friday, August 25th, 2017

*Greek Life: Student Coordinator*

Do you have a passion for fraternity and sorority life and want the opportunity to work with motivated college students? We are looking for 2 advisors for Greek Governance Councils. Duties include meeting with council officers and chapter presidents, assisting students in planning educational programs, retreats and round table discussions and helping with council’s recruitment efforts. Greek chapter membership is recommended, but not required.

**Compensation:** $12.00 per hour  
**Hours per week:** 15 with availability on weekends  
**Number of positions:** 2  
**Application Deadline:** Applications received by Sunday, April 16th will receive guaranteed consideration. Position remains open until filled.  
**Start Date:** Mid-August 2017; Mandatory Orientation on Friday, August 25th, 2017

**Leadership Certificate Graduate Advisor**

This position is responsible for many aspects of the Leadership Certificate program. Responsibilities include, but not limited to, advising applicants on a weekly basis, conducting presentations about the Leadership Certificate, coordinating logistics for the end of the semester ceremonies and providing consistent and timely correspondence with applicants. Desired skills include strong oral and written communication, presentation, event planning and basic computer skills.

**Compensation:** $12.00 per hour  
**Hours per week:** 20  
**Application Deadline:** Applications received by Sunday, April 16th will receive guaranteed consideration. Position remains open until filled.  
**Start Date:** August 14, 2017; mandatory training August 26, 2017

For full position descriptions and application information, please visit: cfli.wisc.edu/jobs.htm
**Org Advising & Technology: Student Coordinator**

Do you have, or are you looking to improve skills related to technology? Are you detail oriented and like to get things done? Then working with the Org Advising & Tech Services (OATS) team in CfLI may be the right fit for you. This position will support day-to-day OATS projects and initiatives, including the Wisconsin Involvement Network and communications related to Registered Student Organizations (RSOs).

**Compensation:** $12.00/hour  
**Hours per week:** 15  
**Application Deadline:** Applications received by Thursday, April 20th, 2017 at 5:00 pm will receive guaranteed consideration. Position remains open until filled.  
**Start Date:** Mid August 2017, mandatory training August 22-25

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**Leadership: Student Coordinator**

This position is responsible for many aspects of managing Leadership @ UW, a campus-wide leadership initiative. Responsibilities include, managing the website, email account, social media accounts, and on-line leadership resource directory, as well as, coordinating logistics for outreach efforts, Coordination Team Meetings, Spring Open House, etc. Desired skills include strong oral and written communication, event planning and computer skills.

**Compensation:** $12.00/hour  
**Hours per week:** 15  
**Application Deadline:** Applications received by Sunday, April 16th will receive guaranteed consideration. Position remains open until filled.  
**Start Date:** August 14, 2017; Mandatory training Friday, August 25, 2017

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*Current graduate student or highly experienced undergraduate student.*

For full position descriptions and application information, please visit: cfli.wisc.edu/jobs.htm
**Adventure Learning Programs (ALPs) Financial Specialist**

The Financial Specialist of ALPs will assist the student directors and EE specialist in efforts to manage ALPs’ budget in a fiscally responsible manner through processing and updating ALPs’ purchases and expenses. Experience in financial planning, budget management, and with Excel are important to this position. Must be able to offer a one year commitment.

**Compensation:** $10.50/hour  
**Hours per week:** 7 hours a week  
**Application Deadline:** March 31, 2017  
**Start Date:** April 17, 2017

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**CfLI Marketing Team Intern**

Looking to get hands on and real world experience in marketing, public relations, or communications? Then this is the internship for you! CfLI Marketing Interns work with other students in an office setting to conceptualize and create awareness of CfLI services through print, web, social media, and campus-wide events.

**Compensation:** Experience, potential for course credit  
**Hours per week:** 10 (7 in office, 3 outside office)  
**Number of positions:** 5  
**Application Deadline:** April 26, 2017  
**Start Date:** August 25, 2017; Mandatory training August 26, 2017

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**Greek Life Social Justice Facilitator**

The Greek Life Social Justice Facilitators provide social justice programming to the Fraternity and Sorority Community. The facilitators develop and put on workshops for individual chapters and councils focusing on topics of diversity, inclusivity, multiculturalism, and more.

**Compensation:** $10.00/hour  
**Hours per week:** 10-15  
**Number of positions:** 2  
**Application Deadline:** Open until filled  
**Start Date:** Week of September 6, 2017 and mandatory training August 25, 2017

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For full position descriptions and application information, please visit: cfli.wisc.edu/jobs.htm
Organization Development Consultant (ODC) Committee Chair
The ODC Chair serves as the primary support and supervision to ODC members. The Chair is responsible for coordinating and facilitating the training program for ODC members. Other duties include assisting with specific projects that address the needs of CfLI and coordinating the efforts of ODC members to further the mission and vision of the office.

**Compensation:** $11.00/hour

**Hours per week:** 15 (academic year), 8 additional (September/October), 15-20 (summer)

**Application Deadline:** April 2, 2017 at 5:00 p.m.

**Start Date:** Summer (May 15th), Academic Year (Mid-August)

Organization Development Consultant (ODC) Committee Member
Organization Development Consultants (ODC) serve as a campus resource for students and student organizations as well as an ambassador for the Center for Leadership & Involvement. ODC members strive to provide student leaders with the tools and resources necessary to run effective organizations and to assist new student groups that might be struggling.

**Compensation:** $10.00/hour

**Hours per week:** 6-8 (academic year), 8 additional (September/October), 10-15 (summer)

**Number of positions:** 6 (academic year), 2-3 (summer)

**Application Deadline:** April 16, 2017 at 5:00 p.m.

**Start Date:** Summer (May 15th), Academic Year (Mid-August)

Organization Development Consultant (ODC) Committee Member & Marketing Team Coordinator
The ODC Marketing Team Coordinator will have the same responsibilities as an Organization Development Consultant Committee Member (see above). In addition, the Marketing Team Coordinator will facilitate weekly meetings and ongoing trainings for the CfLI Marketing Team, delegate marketing projects and assist with team projects.

**Compensation:** $10.50/hour

**Hours per week:** 8-10 (academic year), 8 additional (September/October), 10-15 (summer)

**Application Deadline:** April 16, 2017 at 5:00 p.m.

**Start Date:** Summer (May 15th), Academic Year (Mid-August); Mandatory Training August 21 - 25, 2017

For full position descriptions and application information, please visit: cfli.wisc.edu/jobs.htm
Website Transition Specialist (temporary)

CfLI is looking for a student who has experience in website transitions and development, particularly with the WordPress content management system. As the office transitions to a newly built site, support is needed to ensure that the site is built effectively and transitioned properly. This is a temporary position.

**Compensation:** $10.00/hour

**Hours per week:** 10 (four week assignment totaling 40 hours)

**Application Deadline:** April 7, 2017 at 12:00 p.m.

**Start Date:** Monday, April 17th, work to be completed by Friday, May 12

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For full position descriptions and application information, please visit: cfli.wisc.edu/jobs.htm
Wisconsin Singers Business Manager
Wisconsin Singers is looking to hire qualified interns for our business management team. As part of the 50th Anniversary business team, project managers develop business, financial management and communications skills in a student-friendly environment. The business team works on short and long-term projects throughout the 2017-2018 academic year.

Compensation: UW scholarship dollars/course credit
Hours per week: 4-6 (academic year) plus July training dates (TBA)
Number of positions: 3
Application Deadline: April 23, 2017
Start Date: Aug. 25, 2017 – May 15, 2018

Wisconsin Singers Entertainment Management/Administrative Intern
Wisconsin Singers entertainment management/administrative position is an internship in a fun, exciting, fast-paced environment that supports UW Madison’s entertainment company, Wisconsin Singers. Qualified student interns will assist Wisconsin Singers to accomplish its mission to provide professional performances meant to raise dollars for service/charitable organizations statewide.

Compensation: UW scholarship dollars/course credit
Hours per week: 8-10 (academic year 17-18), 2-4 (summer 2017)
Number of positions: 2
Application Deadline: April 23, 2017
Start Date: June 20, 2017 – May 15, 2018

Wisconsin Singers Graphic Arts Intern
Want to build your portfolio with a broad base of projects in layout/design for online and print? As part of our team, you will develop your graphic arts skills in a student-friendly environment while creating a portfolio of design projects. Graphic Arts interns work on short and long-term projects that are developed throughout the entire 2017-2018 academic year.

Compensation: UW scholarship dollars/course credit
Hours per week: 2 hrs/week (summer 2017)/6-8 hrs (2017-2018 academic year)
Number of positions: 2
Application Deadline: April 23, 2017
Start Date: June 20, 2017 (limited summer design work) – May 15, 2018

For full position descriptions and application information, please visit: cfli.wisc.edu/jobs.htm
**Wisconsin Singers Theater Tech Intern**

Offering professional experience/training to UW students of any major in Sound Engineering, Stage Management, and Lighting Design, no matter what your major here on campus. As part of our tech team, you will get invaluable experience in your area of interest (sound, lighting or stage management). Sound engineers will do sound design and live audio mixing, working with multiple wireless mics and a 48-channel digital board. Lighting designer will work with a variety of different analog and digital light board and develop ability to hang/focus in a variety of theater environments. Stage manager also acts as assistant audio tech and provides production support for the show.

**Compensation:** UW scholarship dollars/course credit  
**Hours per week:** 1 weekend summer training in mid-July, Sunday rehearsals first semester 2017 plus 4-6 shows, shows second semester including spring break tour to Florida.  
**Number of positions:** 3 (some theater tech experience required)  
**Application Deadline:** May 1, 2017  
**Start Date:** July 4, 2017 – Aug. 8, 2018 (4-6 summer shows in 2018)

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**Wisconsin Singers PR/Marketing Intern**

Develop a strong portfolio of projects working for the Wisconsin Singers. Fast-paced, fun student centered environment. Learn the PR field from bottom to top and complete the academic year internship ready to enter any public relations or marketing firm with excellent skills. Upon completion of this internship, you will have a broad base of alumni and professional networking at your fingertips.

**Compensation:** UW scholarship dollars/course credit  
**Hours per week:** 4-6 academic year/weekend training in mid-July (TBA)  
**Number of positions:** 2  
**Application Deadline:** April 23, 2017  
**Start Date:** July 1, 2017 – May 15, 2018

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For full position descriptions and application information, please visit: cfli.wisc.edu/jobs.htm
Come Join Our Team! 
at the 
Center for Leadership & 
Involvement

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Need a Job or Internship?

Find complete position descriptions and application instructions at:

cfli.wisc.edu/jobs.htm

CfLI is an equal opportunity/affirmative action employer. We promote excellence through diversity and encourage all qualified individuals to apply.