Job 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. In addition, CfLI registers and advises numerous student organizations. For further information regarding CfLI services, please refer to the CfLI website at www.cfli.wisc.edu. The Student Involvement Intern will work with and report to the Assistant Director of Involvement. This position will oversee current involvement opportunities as well as work to create and implement new efforts of involvement for UW-Madison students that is consistent with the mission and vision of the Center for Leadership and Involvement.

Responsibilities:
* Event Planning
  * Coordinate and plan the Fall Student Organization Fair
  * Coordinate and plan the Spring Student Organization Fair
  * Coordinate resource fairs staffing
  * Oversee CfLI Initiatives at SOAR (at semester and during the summer)
  * Manage database for Student Organization Fair and Kick-off Booklet

Advertising and Design:
* Create, design, and distribute advertising materials for the Student Organization Fair, Kickoff Books, and other Involvement initiatives
* Advertising materials should include flyers, mailbox stuffers, banners, newspaper advertisements, online advertising, social media presence, etc.
* Create and send mass emails

Involvement:
* Oversee involvement initiatives through the Wisconsin Involvement Network (WIN)
* Oversee the Kick-off Booklet program in coordination with one of the student newspapers
* Develop and implement new efforts to connect students to involvement opportunities

Administrative:
* Meet weekly with the Assistant Director of Involvement
* Maintain the student involvement email account
* Maintain communication with student organizations, fair vendors and sponsors
* Other duties as assigned

Qualifications:
* Must be enrolled as a UW-Madison student
* Graphic design experience (i.e. InDesign, Photoshop, Illustrator)
* Organized and responsible
*Strong attention to detail
*Working knowledge of Microsoft word and excel
*Creative and innovative
*Comprehensive oral and written skills
*Excellent work ethic and shows willingness to learn
*Experience planning large scale events desired

**Compensation:**
$9 per hour, position will be 5 to 7 hours a week, exact hours are to be determined; this is a Spring & Summer 2013 appointment, anticipated start date November 26, 2012.

**Application Process:**
Please submit a resume and cover letter that outlines your qualifications and availability for this position along with 3 professional references to Olivia Raedeke, Involvement Intern at involvement@studentlife.wisc.edu.

Application materials are due Friday, November 9, 2012.