Leadership Data Analysis Graduate Assistant Position Description
Center for Leadership & Involvement

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. CfLI, as a department of the Division of Student Life, strives to provide an environment that promotes personal and professional development as part of the student employment experience.

CfLI, in partnership with the College of Engineering (CoE), will facilitate UW-Madison’s participation in the Multi-Institutional Study of Leadership (MSL) during the ’17-’18 academic year. UW-Madison undergraduate students, including specific samples of Engineering, CALS, Business and Pharmacy students, will be provided the opportunity to participate in this leadership study. The Graduate Assistant will provide administrative support in preparation for distribution of the survey, analyze collected data and advance general CfLI assessment efforts. Funding for this position is provided through CfLI and the Pieper Foundation for Servant Leadership (CoE).

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

Essential Skills & Requirements:
- Must be a current graduate student of UW-Madison with knowledge, skills, and commitment to:
  - Providing friendly, responsive service to our customers and staff by creating an inclusive working environment
  - Assessing, analyzing, and evaluating data through use of SPSS and other methods
  - Determining priorities, paying attention to detail, and working autonomously
  - Must demonstrate strong oral and written communication, and strong administrative and organizational skills

Primary Responsibilities:
- Coordinate and attend Multi-Institutional Study of Leadership (MSL) Planning Team meetings
- Access and review Multi-Institutional Study of Leadership (MSL) data collected in Spring 2015
- Compare 2009 MSL data to 2015 MSL data to determine if any significant shifts occurred
- Serve as a liaison between campus partners and Survey Sciences Group/MSL Research Team
- Assist in a review and analysis of CfLI assessment data and provide recommendations based on analysis
- Support CfLI in generating annual assessment report that summarizes data finding for each area of the office
- Meet bi-weekly with Associate Director of CfLI and Chair of Pieper Foundation for Servant Leadership
- Other duties as assigned

Salary, Hours and Application Process
$12.00 per hour; position will be 15 hours a week; exact hours to be determined. This appointment is effective beginning in late-June ‘17 through May ’18 with the potential for extension.
- Submit resume, cover letter that outlines qualifications for the position, and 3 references to Mark Kueppers – mark.kueppers@wisc.edu. Rolling application process with final deadline of Friday, June 30th at 11:59 pm.

CfLI Office Hours: 10 am – 6 pm (Academic Year); 9 am – 5 pm (Summer)