Leadership 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 and the Wisconsin Singers. The Center for Leadership & Involvement is a department of the Division of Student Life.

Leadership @ UW, is a campus-wide initiative that promotes the UW-Madison Leadership Framework, a shared understanding of leadership that honors individualize practices. This position would help to connect faculty, staff and students to leadership development tools and resources, while also increasing the student coordinator’s own leadership capacity.

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:
- Update the Word Press Leadership @ UW Website (www.leadership.wisc.edu)
- Maintain the leadership@wisc.edu email account
- Review opportunities, provide maintenance and problem solve with DoIT on the Leadershare On-line Resource Directory
- Survey Leadershare participants and identify upgrades and improvements
- Coordinate Leadership @ UW Coordination Team meeting reminders, agendas and notes
- Create, update and order Leadership @ UW materials, both educational and promotional
- Compile any UW-Madison Leadership Framework Survey and Self-Assessment Data
- Work with an undergraduate Organizational Development Consultant (ODC) on Leadership @ UW related projects
- Assisted with the development, maintenance and coordination of a planning team for the development of an On-line Leadership Self-Assessment
- Coordinate volunteers for outreach efforts (Fairs, Showcase, Teaching & Learning Symposium)
- Plan and help orchestrate Leadership @ UW Events (i.e. Annual Open House, Summer Retreat, Pilot Testing)
- Staff office sponsored events (i.e. Student Organization Fair, Resource Fairs, etc.), as needed
- Meet weekly with supervisors
- Other duties as assigned

Requirements:
- Must be a current graduate student or highly-experience undergraduate of UW-Madison with knowledge, skills, and commitment to:
  - A willingness to create an inclusive, welcoming and open working environment.
  - Assessing, analyzing, and evaluating programs and objectives
  - Determining priorities, paying attention to detail, and working autonomously and as a team member
- Must demonstrate strong oral and written communication, and have strong organizational skills
- Experience with learning and using various types of software preferred

Salary, Hours and Application Process
$12.00 per hour; 15 hours per week; exact hours to be determined. Appointment effective August 2017 - May 2018. Mandatory training held August 21-25. Please send a resume and cover letter to barb.kautz@wisc.edu by Sunday, April 9, 2017 at 11:59 am.

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