



Organization Development Consultant (ODC) Team Member - 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), Fraternity & Sorority Life, and the Wisconsin Singers. CfLI strives to provide an environment that promotes personal and professional development as part of the student employment experience.

The Organization Development Consultant (ODC) team is comprised of student employees from across campus with proven effective communication, organization, and facilitation skills. They are willing, qualified, and available to serve as a campus resource for students and student organizations and as an ambassador for the Center for Leadership & Involvement (CfLI). ODC strives to provide students with the tools and resources necessary to run effective student organizations. They also help to connect students with leadership and involvement opportunities throughout campus. The team of seven ODC members, including the Team Lead, work at the front desk of CfLI. The Organization Development Consultants have three primary responsibilities: general front desk administration, partner with CfLI staff to complete strategic projects, and engage in leadership development.

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

Responsibilities:

- Serve as a first level advisor for CfLI patrons while making appropriate referrals when necessary. This involves answering phones, emails, or visitor inquiries in a courteous, professional, and thorough manner
- Assist and process the registration of student organizations by responding to email, phone, and visitor inquiries; while also reviewing the information within the on-line registration applications
- Assist professional staff with development and management of an assigned area/role that helps to advance CfLI programs or services, such as the Leadership Certificate, Fraternity & Sorority Life, and the Wisconsin Involvement Network
- Assist in completing general office duties including, but not limited to: handling mail, opening and closing of the office, managing staff schedules, checking out office equipment and ensuring office cleanliness
- Support the needs of CfLI through completing projects and facilitating workshops focused on org. management topics
- Interpret student organization policies and procedures by using the Student Organization Resource & Policy Guide
- Provide student organization services, including AV Code distribution, Card Scanning Checkout and Event approvals.
- Provide feedback and evaluations to ODC Team Lead, fellow ODC members, and professional staff
- Develop and track personal and professional leadership growth via a Leadership Development Plan with assistance from ODC Team Lead and CfLI Staff
- Attend weekly ODC meetings
- Assist in preparing transition materials to ensure continuity and efficiency for sustained ODC success
- Support CfLI outreach efforts as needed (resource fairs, student organization fair, etc.)
- Assist CfLI permanent staff as requested

Requirements:

- A willingness to create an inclusive, welcoming and open working environment
- Engage in diverse learning opportunities that spark exploration & develop socio-cultural awareness
- Serve as a CfLI ambassador at the Student Organization Fairs & involvement fairs that occur throughout the year and especially at the beginning of each semester (these are often unpaid hours)
- Working knowledge of Windows and Microsoft Office software
- Ability to effectively communicate with patrons, staff, ODC Team Lead, and team members
- Ability to work independently as well as collaboratively in a team setting
- Organized and dependable work habits and willingness to take initiative
- Commitment to providing friendly, responsive service to our customers and other office staff
- Maintain a minimum cumulative GPA of 2.0 – should GPA fall below 2.0, a meeting with the staff supervisor would be required



Salary and Hours

\$10.00 per hour; position will be 6-8 hrs a week during academic year (8-10 additional hours of evening/weekend hours may be required during months of September/October); 10-15 hrs a week during summer; will be hiring 6 committee members with 2-3 positions staffed in summer 2019. Applicants available for the full academic year will receive preference. Work study students are invited to apply.

- Please complete application on the Student Job Center website: <http://studentjobs.hr.wisc.edu/cw/en-us/job/492764/organization-development-consultant-odc> by 11:59pm on Monday, April 8th, 2019
- Summer employment begins May 13th, 2019; academic year employment begins in August 2019. **Attendance mandatory for ODC training August 19th – 23rd, 2019.**
- Questions can be directed to Kasie Strahl at kasie.strahl@wisc.edu, 608-263-4597, or in person at the Center for Leadership & Involvement, 3rd Floor of Red Gym, 716 Langdon St.

Application Process

The application through the Student Job Center will include providing contact information, uploading a current resume, and answering additional questions. After the deadline, applicants will be contacted to schedule an interview if selected for next steps in the process. If there are any additional questions, please contact Kasie Strahl.

Contact Information

Name:

E-mail:

Phone Number:

Address:

Are you available for summer employment (10-20 hrs/wk beginning May 13th)? Yes No

Please answer the following questions:

1. Please share why you are interested in the Organization Development Consultant position?
2. List and describe any current or previous employment you have had. Include the dates of employment, the title and brief description of job duties. ***Previous employment is not required to be considered for this position.***
3. List and describe any past or current extracurricular activities you have been involved in. Include the dates of involvement, title/role, and a brief description of the activity. ***Extracurricular involvement is not required to be considered for this position.***
4. Please share any additional experiences you think are relevant to this position and you would like the hiring team to know about.
5. What skills/attributes do you feel will enable you to be successful as an Organization Development Consultant?
6. Please list all potential time commitments you expect to have next year and how you plan to prioritize this ODC position?
7. As a member of CfLI and the ODC team, you'll have the opportunity to enhance your leadership development. In what areas are you looking to grow?