



## **Organization Advising & Technology 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), Fraternity & Sorority Life, 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.

**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:**

- Coordinate response and scheduling of Mass Emails requested by RSOs
- Evaluate and develop materials and programs to support RSO Advisors
- Coordinate and distribute a newsletter and announcements to all RSO Advisors
- Assist in attendance tracking and accountability for the Badgers Step Up! program
- Conduct audits and compile reports in the Wisconsin Involvement Network (WIN) to track and verify eligibility of RSOs
- Provide support and updates for the CfLI website and affiliated websites
- Coordinate response and actions as a result of requests generated through WIN such as Reactivation of Inactive RSOs and RSO change requests
- Provide basic advising services as needed for Registered Student Organizations (RSOs)
- Assist in development and updating of process documents for office procedures
- Support student organization registration process
- Meet weekly with supervisor
- Assist CfLI professional staff at office sponsored events
- Support CfLI outreach efforts as needed (resource fairs, student org. fair, etc.)
- Assist CfLI permanent staff as requested

### **Requirements:**

- Must be a current graduate student or highly-experienced undergraduate student with a commitment to:
  - providing friendly, responsive service to our customers and other office staff
  - creation of an inclusive, welcoming and open working environment
  - Developing resources and support that benefit the success of all registered student organizations
  - 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
- Available for office hours during CfLI Regular Business Hours at least 3 days per week
- 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**

\$12.00 per hour; position will be 15 hours a week during academic year (summer hours may be available); exact hours to be determined. This appointment is effective from August 12, 2019 through May 2020 with mandatory staff training on Friday, August 23, 2019. Work study students are invited to apply.

Applications including current resume and three references should be completed in the Student Job Center ([studentjobs.wisc.edu](http://studentjobs.wisc.edu)) by April 8<sup>th</sup>, 2019 at 5:00pm.