

CfLI 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 strives to provide an environment that promotes personal and professional development as part of the student employment experience.

The CfLI Student Coordinator supports the department through the coordination and execution of outreach efforts, programmatic support and general administrative assistance.

**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 and participate in CfLI outreach efforts that include campus involvement workshops, resource fairs, parent programs and student panels.
- Develop and review outreach materials to ensure clarity and consistency with CfLI Brand Style Guide.
- Provide training to professional and student staff that enables the delivery of CfLI information at outreach events.
- Schedule and coordinate CfLI Advisory's committee meetings to ensure a sense of connectedness across the office.
- Support CfLI office management efforts by ordering supplies and ensuring appropriate inventory is in stock.
- Coordinate CfLI's student hiring processes – including employment marketing campaign, scheduling interviews, developing position descriptions, establishing hiring best practices and drafting interview agendas.
- Identify student focused opportunities to advance CfLI strategic priorities through programming or projects.
- Assist CfLI permanent staff as requested.

Requirements:

- Must be a current graduate student or highly-experienced undergraduate student with knowledge, skills and commitment to:
 - Working independently as well as collaboratively in a team setting.
 - Providing friendly, responsive service to our customers and other office staff.
 - Determining priorities, paying attention to detail, and taking initiative.
- Must demonstrate strong oral and written communication skills, and have strong organizational skills.
- A willingness to create an inclusive, welcoming and open working environment.
- Engage in diverse learning opportunities that spark exploration & develop socio-cultural awareness.
- Experience using various types of software, including Adobe Suite products (InDesign, Photoshop, etc.)
- Maintain a minimum cumulative GPA of 2.0 – should GPA fall below 2.0, a meeting with the staff supervisor would be required.

Salary, Hours and Application Process:

\$12.00 per hour; position will be 8-10 hours a week during the academic year and 7-10 hours a week. This appointment is effective from September 2019 through May 2020. Accepting application materials until position filled, start date effective immediately upon hiring.

Please send resume and 3 references to Barb Kautz-Wittwer at barb.kautz@wisc.edu