

CfLI Data Analysis 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 Data Analysis Student Coordinator will provide strategic guidance on departmental assessment initiatives while creating data collection tools, analyzing data, and generating reports that advance the mission and services of the office. CfLI, in partnership with departments, schools, and colleges across campus, participated in the 2018 Multi-Institutional Study of Leadership (MSL). Working with the MSL Planning Committee, assisting with data analysis, sharing findings and comparing previous years data will be a priority for this position.

**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:

- Collect, organize and report data on CfLI programs and services.
- Support CfLI in generating an annual assessment report that summarizes trends for each area of the office.
- Prepare accessible reports for distribution to CfLI stakeholders, including staff that informs the Center's work.
- Serve as a resource to CfLI staff throughout all phases of the assessment cycle.
- Coordinate and attend Multi-Institutional Study of Leadership (MSL) planning team meetings.
- Assist with the developing a Final Report, Executive Summary and presentations based on the 2018 MSL Survey findings.
- Compare 2018 MSL data to data from past MSL surveys in 2009 and 2015.
- Meet consistently with the CfLI Assistant Dean/Director or Associate Director.
- 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.
- Ability to assess, analyze, and evaluate data through the use of SPSS and other methods.
- 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.
- 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 10-15 hours a week during the academic year and 10-15 hours a week during summer; exact hours to be determined. This appointment is effective from May 2019 through May 2020. Start date, including late summer, is negotiable. **Attendance required for CfLI Orientation Day on August 23rd, 2019.** Work study students are invited to apply. Please apply here by Monday, April 8th, 2019 at 11:59 pm.