



## 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), 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.

Leadership @ UW is a campus-wide initiative that promotes the UW-Madison Leadership Framework, a shared understanding of leadership that honors individualized 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.**

### Responsibilities:

- Update the Word Press Leadership @ UW Website ([www.leadership.wisc.edu](http://www.leadership.wisc.edu))
- Maintain the leadership@wisc.edu email account
- Review opportunities, provide maintenance, and problem solve with the Division of Information Technology (DoIT) on the Leadershare Online 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 Self-Assessment data
- Supervise and collaborate with an undergraduate Organizational Development Consultant (ODC) on Leadership @ UW related projects
- Meet weekly with supervisors
- Coordinate volunteers for outreach efforts (i.e. fairs, Showcase, Teaching & Learning Symposium)
- Plan and help orchestrate Leadership @ UW Events (i.e. Annual Open House, Summer Retreat)
- Support CfLI outreach efforts as needed (i.e. resource fairs, student org. fair, etc.)
- Market and promote CfLI and Leadership @ UW outreach efforts and events through physical means (i.e. flyers, handouts) or online with Leadership @ UW social media
- Assist CfLI permanent staff as requested

### Requirements:

- Must be a current graduate student or highly-experienced undergraduate student
- Commitment to providing friendly, responsive service to our customers and other office staff
- A willingness to create an inclusive, welcoming and open working environment
- Ability to assess, analyze, and evaluate programs and objectives
- Ability to determine and organize priorities with a high attention to detail
- Must demonstrate strong oral and written communication skills
- Ability to invent new ideas for outreach efforts, advertising campaigns and marketing messages preferred
- Website development and trouble-shooting experience for various types of software preferred
- Deep knowledge and understanding of the UW-Madison Leadership Framework preferred
- Availability on Tuesdays from 2-3:30 pm preferred
- 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; exact hours to be determined. This appointment is effective from August 2018 through May 2019 with mandatory staff training from August 20-24. Please send a resume and cover letter to Barb Kautz at [leadership@wisc.edu](mailto:leadership@wisc.edu). Applications received by Sunday, April 15<sup>th</sup>, 2018 at 11:59 pm will receive guaranteed consideration. Position remains open until filled. Work study students are invited to apply.