



Organization Development Consultant Team Member & Marketing Team Lead 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 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 CfLI. The team of seven ODC members, including an ODC Team Lead and the Marketing Team Lead, work at the front desk of the Center for Leadership & Involvement (CfLI). ODC team members have three primary responsibilities: general front desk administration, partner with CfLI staff to complete strategic projects and engage in leadership development.

The Marketing Team will have additional responsibilities in terms of coordination of the CfLI marketing team and departmental marketing efforts. This will include the planning and facilitation of weekly Marketing Team meetings and providing strategic oversight to CfLI marketing projects.

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

ODC Team Member 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 updating information on on-line registration forms
- 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, ODC members and professional staff
- Develop and track personal and professional leadership growth via a Leadership Development Plan, with assistance from ODC Chair 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 org. fair, etc.)
- Assist CfLI permanent staff as requested

Marketing Team Lead Responsibilities:

- Coordinate the hiring and interview process for Marketing Team comprised of 4-6 student volunteer members
- Facilitate weekly meetings and ongoing trainings for the Marketing Team
- Delegate marketing projects to Marketing Team members and create accountability measures to ensure project completion
- Assist Marketing Team members with marketing projects
- Meet weekly with professional staff to discuss the Marketing Team progress and personal Leadership Development Plan
- Meet every other week with Marketing Team members individually to discuss project progress, professional development, and other updates
- Facilitate mid-semester and end-of-semester evaluations for each Marketing Team member
- Communicate with CfLI staff about the Marketing Team projects, roles, and availability to take on new tasks

Requirements:

- A willingness to create an inclusive, welcoming and open working environment



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- Promote diverse learning opportunities for self and Marketing Team 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

\$10.50 per hour; availability required for full academic year; position will be 8-12 hours a week during academic year (6-10 additional hours of evening/weekend hours required during months of September/October); 10-20 hours a week during summer. Marketing Team Lead will be a member of the ODC team. 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/492804/organization-development-consultant-odc-marketing-team-lead> 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 and Marketing Team training August 28th – 29th.**
- 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 & Marketing Team Lead 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 marketing experience relevant to this position (coursework, internships, certifications, etc.). Please highlight types of design software you have utilized in your work.
5. Tell us about a time when you were in charge of a group/team. What did you learn from the experience?
6. What skills/attributes do you feel will enable you to be successful in this position?
7. Please list all potential time commitments you expect to have next year and how you plan to prioritize this position?
8. 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?