



Wisconsin Experience Grant 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 Wisconsin Experience Grant (WEG) supports educational events held by Registered Student Organizations that are free and open to all students and/or have the potential for campus wide impact. The WEG budget is funded by the Chancellor's Office, Division of Student Life, Provost's Office, and Vice Chancellor for Administration in recognition of the vital role which Registered Student Organizations play in enriching the campus through their events and activities. WEG is centrally administered through the Center for Leadership & Involvement. Events must provide out-of-class learning experiences that further The Wisconsin Experience by developing a more inclusive, respectful, and healthier campus environment.

**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:

- Provide advising, consultation and guidance to those interested in the Wisconsin Experience Grant.
- Communicate and correspond with applicants as well as provide initial review of submitted grant applications to determine whether all relevant information has been provided. Work with RSOs to ensure that questions have been answered and guidelines are clear.
- Create and maintain electronic and hard copy files for all applicants. Including all correspondence, application materials, receipts, payments and records of interactions.
- Schedule bi-monthly WEG Review Committee meetings. Includes reserving a room and preparing an agenda and budget update.
- Provide submitted applications to WEG Review Committee once all application materials have been received.
- Serve as a member of the WEG Review Committee which includes reading all applications, taking notes and evaluating submittals. Committee meetings occur every two weeks and generally run 1.5 hours.
- Communicate and correspond with all applicants informing them of the funding decision for their application. Write and distribute acceptance and denial letters which include specific reasoning for decisions and information relevant to the Wisconsin Experience.
- Coordinate the payment of approved requests with the awarded registered student organization. Maintain financial records that include receipts, invoices and other financial statements. Ensure all final documentation is submitted.
- Provide budget updates at each Committee meeting and alert members of funding history for each applicant.
- Develop and maintain materials and resources, including website.
- Develop materials and resources for strengthening the internal processes for administering the grant including authoring letter templates that include the purpose and impact of the Wisconsin Experience.
- Meet on a regular basis with the professional staff person assigned to the WEG in CfLI.
- 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.
- Commitment to providing friendly, responsive service to our customers and other office staff.
- A willingness to create an inclusive, welcoming and open working environment.
- Maintain a minimum cumulative GPA of 2.0 – should GPA fall below 2.0, a meeting with the staff supervisor would be required.
- Must have excellent written and verbal communication skills and have the ability to work well independently as well as part of the CfLI and WEG Review Committee teams

Salary and Hours

\$12.00 per hour; position will be 4-6 hours per week during the Spring 2019 semester, 10 hours a week during the 2019-2020 academic year with potential for weekly hourly work during summer with exact hours to be determined. This appointment is effective from February 2019 through May 2020 with mandatory CfLI student staff training for a day in mid-August. The position will overlap with the current WEG Student Coordinator for the Spring 2019 Semester. Work study students are invited to apply.

Application

To apply, please send a cover letter explaining your interest and qualifications for the position, a resume, and three references with contact information to TJ Sargent, tj.sargent@wisc.edu. Priority review of applications will be given to those received by 11:59pm on Monday, November 26. Applications for the position will remain open until the position is filled.