Center for Leadership & Involvement
UNIVERSITY OF WISCONSIN–MADISON

2018-2019
Student Job and Internship Opportunities
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*Current graduate student or highly experienced undergraduate student
What is CfLI?

Mission:
To cultivate and engage students through practical leadership skill development and involvement experiences.

Vision:
Aspiring to be the premier center for integrated leadership development and involvement resources for all students.

Core Departmental Values:
Intentional Learning through Experience: We promote student development by challenging and supporting individuals through purposeful engagement and reflection to achieve learning outcomes that are transferrable to other contexts.

Inclusive Collaboration: We strive to create a culture of openness, respect, and enthusiasm that generates valuable campus-wide partnerships enabling all constituents to work towards accomplishing common goals.

Socio-Cultural Awareness: We promote diverse learning opportunities that spark exploration and action on critical issues of social justice.

Student Centered: We understand that our common purpose is to promote balanced involvement in developmental opportunities that enhance students’ unique connection to the University.

Integrity & Accountability: We are committed to making strategic decisions based on research and data collection, while taking responsibility for the impact of our actions.

Quality Programs & Services: We are dedicated to providing valuable out of the classroom learning experiences for students that produce a measurable and meaningful impact.
Why work at CfLI?

Become a member of our team and you can...

• Gain valuable real-world experience working in a university department,
• Have fun working in a fast-paced environment with passionate people,
• Meet great co-workers and expand your network of connections,
• Practice and develop your professional communication skills,
• Grow as a well-rounded and flexible UW student,
• and become a member of the CfLI family!

Learn about the programs in this booklet:

Adventure Learning Programs (ALPs)
alps.cfli.wisc.edu
Fraternity & Sorority Life (FSL)
fsl.cfli.wisc.edu
Leadership Certificate Program
cfli.wisc.edu/leadership-certificate/
Wisconsin Singers
wisconsinsingers.com

Anticipated start dates may be flexible, and many positions may provide summer hours.
Visit www.cfli.wisc.edu/cfli-employment/ for detailed position descriptions and application instructions.
Undergraduate Positions

Adventure Learning Programs (ALPs) Financial Specialist
The Financial Specialist of ALPs will assist the student directors and Experiential Education specialist in efforts to manage ALPs’ budget in a fiscally responsible manner and through processing and updating ALPs’ purchases and expenses. Experience in financial planning, budget management, demonstrating fiscal responsibility, and with Excel are important to this position. Must be able to offer a one-year commitment.

Compensation: $10.50 per hour
Hours per week: 7
Application Deadline: April 1, 2018
Anticipated Start Date: Mid-April 2018; mandatory Orientation on August 24, 2018

Fraternity & Sorority Life (FSL) Social Justice Peer Facilitator
The FSL Social Justice Peer Facilitators offer programming and workshops on a range of social justice topics with an emphasis on creating an inclusive fraternity and sorority community by exploring privilege, identity development, and more. Facilitators develop and design curriculum for social justice workshops and programs, as well as facilitate workshops with the Fraternity and Sorority Chapters/Councils 1-2 times per month.

Compensation: $10.00 per hour
Hours per week: 10
Application Deadline: April 9, 2018
Anticipated Start Date: August 24, 2018
Organization Development Consultant (ODC) Team Lead

The ODC Team Lead serves as the primary support and supervision for ODC members. The Team Lead is responsible for coordinating and facilitating the training program for the ODC team. Other duties include assisting with specific projects that address the needs of CfLI, providing daily administrative support for the office, and coordinating the efforts of ODC members to further the mission and vision of CfLI.

**Compensation:** $11.00 per hour

**Hours per week:** 15 during academic year, 15-20 during summer

**Application Deadline:** March 5, 2018

**Anticipated Start Date:** May 14, 2018; mandatory training August 20-24, 2018

Organization Development Consultant (ODC) Team Member

Organization Development Consultants (ODC) serve as a campus resource for students and student organizations as well as ambassadors for CfLI. ODC members strive to provide student leaders with the tools and resources necessary to run effective organizations and to assist new student groups that might be struggling, as well as provide administrative support for the daily operations of CfLI. Five positions available.

**Compensation:** $10.00 per hour

**Hours per week:** 6-8 during academic year; 10-15 during summer

**Application Deadline:** April 9, 2018

**Anticipated Start Date:** May 14, 2018 (summer) or August 20, 2018 (academic year); mandatory training August 20-24, 2018
Undergraduate Positions

Organization Development Consultant (ODC) Team Member & Marketing Team Lead
The ODC Team Member & Marketing Team Lead will have the same responsibilities as an ODC Team Member (see above) while also facilitating weekly meetings, providing ongoing trainings, and delegating marketing projects on behalf of the CfLI Marketing Team. This role provides day-to-day oversight of the Marketing Team and provides a strategic direction for CfLI marketing efforts.

Compensation: $10.50 per hour
Hours per week: 8-10 during academic year; 10-15 during summer
Application Deadline: April 9, 2018
Anticipated Start Date: May 14, 2018 (summer), August 20, 2018 (Academic Year); mandatory training August 20-24 & 29-30, 2018

Marketing Team Intern
Looking to get hands-on and real-world experience in marketing, public relations, or communications? Then this is the internship for you! CfLI Marketing Interns work with other students in an office setting to conceptualize and create awareness of CfLI services through print, web, social media, and campus-wide events.

Compensation: Unpaid, may earn course credit
Hours per week: 8-10
Application Deadline: April 23, 2018
Anticipated Start Date: August 24, 2018; mandatory training August 24, 29, 30, 2018
Wisconsin Singers Administrative Intern
Qualified student interns will assist Wisconsin Singers in its mission to provide professional performances meant to raise dollars for service/charitable organizations statewide. As part of our business team, the Administrative Intern has the chance to develop business and communications skills in a student-friendly environment.

Compensation: Earn UW course credit
Hours per week: 2-4 during summer; 8-10 during academic year
Application Deadline: April 1, 2018
Anticipated Start Date: June 20, 2018

Wisconsin Singers Graphic Arts Intern
Combine your passion for graphic arts while developing proficiency in advertising/marketing. Get real-world experience creating a vast array of print, digital, and online projects for this non-profit entertainment business. Develop your graphic arts skills in a student-friendly environment while developing a strong portfolio of design projects.

Compensation: Earn UW course credit
Hours per week: 2-4 during summer (remote possible); 6-8 during academic year
Application Deadline: April 1, 2018
Anticipated Start Date: June 20, 2018
Undergraduate Positions

Wisconsin Singers Project Manager Intern
Facilitate Broadway-caliber events to raise dollars for statewide service and charitable organizations. Interns work in a fast-paced non-profit team-based environment that will generate hands-on experiences in a real-world setting. This internship develops business and communications skills in a student-friendly environment.

Compensation: Earn UW course credit
Hours per week: 4-6 during academic year
Application Deadline: April 1, 2018
Anticipated Start Date: August 20, 2018

Wisconsin Singers Public Relations / Marketing Intern
Develop a strong portfolio of projects working for UW-Madison’s non-profit entertainment company, the Wisconsin Singers, in a fast-paced, fun environment. Learn the PR field from top to bottom and complete the internship ready to enter any fast-paced public relations or marketing firm with excellent skills.

Compensation: Earn UW course credit
Hours per week: 4-6 during academic year; some summer hours via home computer
Application Deadline: April 1, 2018
Anticipated Start Date: June 20, 2018
Wisconsin Singers Theater Technician Intern

Gain professional experience/training in sound mixing and engineering, stage management, and lighting design, no matter what your major here on campus. Work in more than 30 different venues, developing ability to produce professional performances in a variety of different acoustic and theatrical environments. Alumni have been hired right out of college to work on Broadway and at theme parks and other professional theaters!

**Compensation:** Earn UW course credit

**Hours per week:** 6

**Application Deadline:** April 1, 2018

**Anticipated Start Date:** August 20, 2018
Graduate Positions

*CFLI Data Analysis Student Coordinator
This position will assist CF LI, in partnership with units across campus, in analyzing data from the Multi-Institutional Study of Leadership (MSL) which was conducted in February 2018. The Coordinator will analyze data, generate reports, and provide administrative assistance for the MSL and other CF LI assessment efforts.
Compensation: $12.00 per hour
Hours per week: 10 - 15 (summer hours may be available)
Application Deadline: April 15, 2018
Anticipated Start Date: August 20, 2018; mandatory
Orientation on August 24, 2018

*CFLI Student Coordinator
The CF LI Student Coordinator supports the department through the coordination and execution of outreach efforts, programmatic support and general administrative assistance. The Coordinator will engage in resource fairs and student panels, develop program content, and support the department in advancing key strategic priorities.
Compensation: $12.00 per hour
Hours per week: 10 (summer hours may be available)
Application Deadline: April 15, 2018
Anticipated Start Date: August 20, 2018; mandatory
Orientation on August 24, 2018

*Current graduate student or highly experienced undergraduate student
*Committee on Student Organizations (CSO) Student Coordinator*

The CSO Coordinator supports a special committee established by the Chancellor’s Policy on the Conduct and Discipline – the Committee on Student Organizations. The Coordinator provides administrative support throughout the disciplinary process. The Coordinator will help to develop training materials, coordinate logistics of CSO related hearings and business meetings, and ensure that all phases of the disciplinary process are adequately documented.

**Compensation:** $12.00 per hour  
**Hours per week:** 7-10 (summer hours may be available)  
**Application Deadline:** April 15, 2018  
**Anticipated Start Date:** August 20, 2018; mandatory Orientation on August 24, 2019

*Fraternity & Sorority Life Student Coordinator*

Do you have a passion for fraternity and sorority life and want the opportunity to work with motivated college students? We are looking for motivated graduate students to support a wide range of projects and priorities within the fraternity and sorority community. Duties are assigned each year based on interest and skills, please see the position description for more details. Fraternity/sorority membership is recommended, but not required. Two positions available.

**Compensation:** $12.00 per hour  
**Hours per week:** 15 with availability on weekends (summer hours may be available)  
**Application Deadline:** April 15, 2018  
**Anticipated Start Date:** August 20, 2018; mandatory Orientation on August 24, 2018
*Leadership Certificate Student Coordinator
This position is responsible for many aspects of the Leadership Certificate program. Responsibilities include, but are not limited to, advising applicants on a weekly basis, conducting presentations about the Leadership Certificate, coordinating logistics for the end of the semester ceremonies and providing consistent and timely correspondence with applicants. Desired skills include strong oral and written communication, presentation, event planning, and basic computer skills.

**Compensation:** $12.00 per hour

**Hours per week:** 20 (summer hours may be available)

**Application Deadline:** April 15, 2018

**Anticipated Start Date:** August 20, 2018; mandatory Orientation on August 24, 2018

*Leadership Student Coordinator
This position is responsible for many aspects of managing Leadership @ UW, a campus-wide leadership initiative. Responsibilities include, managing the website, email account, social media accounts, and on-line leadership resource directory, as well as coordinating logistics for outreach efforts, Coordination Team Meetings, Spring Open House, etc. Desired skills include strong oral and written communication, event planning, and computer skills.

**Compensation:** $12.00 per hour

**Hours per week:** 15 (summer hours may be available)

**Application Deadline:** April 15, 2018

**Anticipated Start Date:** August 20, 2018; mandatory Orientation on August 24, 2018
**Organization Advising & Technology Student Coordinator**

Do you have, or are you looking to improve skills related to technology? Are you detail oriented and like to get things done? Then working with the Organization Advising & Tech Services (OATS) team in CfLI may be the right fit for you. This position will support day-to-day OATS projects and initiatives, including the Wisconsin Involvement Network and communications related to Registered Student Organizations.

**Compensation:** $12.00 per hour  
**Hours per week:** 15 (summer hours may be available)  
**Application Deadline:** April 15, 2018  
**Anticipated Start Date:** August 20, 2018; mandatory Orientation on August 24, 2018

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**Wisconsin Experience Grant Student Coordinator**

The Wisconsin Experience Grant (WEG) supports educational events held by Registered Student Organizations (RSOs). CfLI oversees the disbursement of the funds granted to RSOs through WEG. The Coordinator will provide advising and consultation to parties interested in applying for this grant, serve as a member of the committee, and manage administrative duties for the grant.

**Compensation:** $12.00 per hour  
**Hours per week:** 15 (summer hours may be available)  
**Application Deadline:** April 15, 2018  
**Anticipated Start Date:** August 20, 2018; mandatory Orientation on August 24, 2018

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*Current graduate student or highly experienced undergraduate student
Need a Job or Internship?

Find complete position descriptions and application instructions at:

cflif.wisc.edu/cflif-employment/

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CfLI is an equal opportunity/affirmative action employer. We promote excellence through diversity and encourage all qualified individuals to apply.