For more information, please visit:

www.cfli.wisc.edu/cfli-employment/
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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
- 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

UW-Madison Leadership Certificate
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.

With the exception of the Wisconsin Singers positions, all applications will be submitted through the UW Student Jobs website: studentjobs.wisc.edu
Undergraduate Positions

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 seeking to create an inclusive and socially just FSL community by exploring power, privilege, identity development, and more. Peer Facilitators develop and design curriculum for social justice workshops and programs, as well as facilitate these workshops for FSL chapters, councils, and members.

**Compensation:** $10 per hour

**Hours per week:** 10

**Application Deadline:** April 8, 2019

**Anticipated Start Date:** August 19, 2019

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.

**Compensation:** $10.00 per hour

**Hours per week:** 6-8 during academic year; 10-15 during summer (encouraged but not required)

**Application Deadline:** April 8, 2019

**Anticipated Start Date:** May 13, 2019 (summer) or August 19, 2019 (academic year); mandatory training August 19-23

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 (encouraged but not require)

**Application Deadline:** April 8, 2019

**Anticipated Start Date:** May 13, 2019 (summer), August 19, 2019 (academic year); mandatory training August 19-23 & 28-29

[cfli.wisc.edu/cfli-employment/](http://cfli.wisc.edu/cfli-employment/)
Undergraduate Positions

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. Each intern will also receive a Mentor from the Madison community who currently works in the field.

**Compensation:** Unpaid, may earn course credit
**Hours per week:** 8-10
**Application Deadline:** April 8, 2019 (accepting applications until all positions filled)
**Anticipated Start Date:** August 23, 2019; mandatory training August 23, 29, 30

Wisconsin Singers Non-Profit Administrative Intern
A hands-on internship where you’ll make a meaningful difference in the world of non-profit arts and entertainment. Our Administrative Intern works directly with Wisconsin Singers alumni, donors, and other student interns to provide support for this 51-year-old UW tradition of musical excellence. Involving the most talented Badgers on our campus, both on stage and behind the scenes, Wisconsin Singers is a place for students with a passion to learn, a connection to the importance of non-profit work, and an interest in developing a portfolio of leadership, management, and communication skills.

**Compensation:** Scholarship/UW course credit
**Hours per week:** 2-4 during summer 2019 (remote possible); 8 during academic year
**Application Deadline:** April 20, 2019
**Anticipated Start Date:** June 1, 2019 (summer work can be done remotely)

Wisconsin Singers Graphic Arts Interns
A unique opportunity to develop proficiency in graphic arts as it relates to advertising and marketing. Get real-world experience creating an array of print, digital, and online design projects that translate into a strong portfolio of work used around the state by communities that host Wisconsin Singers performances. Wisconsin Singers is a place for students with a passion to learn and an interest in developing a portfolio of leadership, communication, and marketing/graphic arts skills.

**Number of Positions:** 2
**Compensation:** Scholarship/UW course credit
**Hours per week:** 2-4 during summer 2019 (remote possible); 6-8 during academic year
**Application Deadline:** April 20, 2019
**Anticipated Start Date:** June 1, 2019 (summer work can be done remotely)

cfli.wisc.edu/cfli-employment/
Wisconsin Singers Business Manager Interns
Develop meaningful business and communication skills while working in a non-profit student-friendly environment. Interns are responsible for coordinating and motivating statewide volunteers who are raising dollars for their communities through Wisconsin Singers performances. Manage budgets, network with business professionals, and add a strong component of non-profit outcomes to your portfolio. Wisconsin Singers is a place for students with a passion to learn and an interest in developing a portfolio of leadership, management, and communication skills.
Number of Positions: 3
Compensation: Earn UW course credit
Hours per week: 4-6 during academic year; 2 training days during Labor Day weekend
Application Deadline: April 20, 2019
Anticipated Start Date: August 30, 2019

Wisconsin Singers Public Relations / Marketing Interns
Work with statewide media, develop and facilitate event marketing plans while creating a strong portfolio of work that you will have been entirely responsible for facilitating! Working with the Wisconsin Singers internship team, this experience will prepare you to enter any fast-paced public relations or marketing firm. Wisconsin Singers is a place for students with a passion to learn and an interest in developing a portfolio of leadership, management, and communication skills.
Number of Positions: 2
Compensation: Scholarship/UW course credit
Hours per week: 2 during summer 2019 (remote possible); 4-6 during academic year
Application Deadline: April 21, 2019
Anticipated Start Date: June 15, 2019 (summer work can be done remotely)

Wisconsin Singers Social Media Intern
Work with a professional mentor to develop a meaningful social media plan to build engagement, strengthen branding, and promote support of Wisconsin Singers. Hands-on experience includes identifying target audiences for a variety of events/projects and facilitating social media outreach on behalf of UW Madison’s 51-year-old non-profit entertainment company. Wisconsin Singers is a place for students with a passion to learn and an interest in developing a portfolio of leadership, communication, and social media skills.
Compensation: Scholarship/UW course credit
Hours per week: 2 during summer 2019 (remote possible); 4 during academic year
Application Deadline: April 21, 2019
Anticipated Start Date: June 1, 2019 (summer work can be done remotely)

cfli.wisc.edu/cfli-employment/
Undergraduate Positions

Wisconsin Singers Sound, Lighting, Stage Management Interns
Wisconsin Singers offers professional backstage theater experience and training no matter what your major. Work your magic backstage on a Broadway-caliber pop music show, producing professional performances in a variety of different acoustic and theatrical environments. Wisconsin Singers is a place for students with a passion to learn, a connection to the importance of music, and an interest in developing a portfolio of leadership, management, and communication skills.

Positions Available: 1 Sound, 1 Lighting, 1 Stage Manager
Compensation: Earn UW course credit
Hours per week: Varied
Application Deadline: April 20, 2019
Anticipated Start Date: August 16, 2019, with some training during July/August 2019

Tim Tran, current OCD Team Lead
“CfLI has been an incredibly welcoming environment for me to work in. The professional and student staff in the office understand the importance of inclusivity and take the appropriate measures to ensure that all students are supported. I enjoy coming to this space because it is filled with positive energy and I am always greeted with excitement and smiles.”

cfli.wisc.edu/cfli-employment/
**CfLI Data Analysis Student Coordinator**
This position will assist CfLI, in partnership with units across campus, in analyzing data from the 2018 Multi-Institutional Study of Leadership (MSL). The Coordinator will analyze data, generate reports and provide administrative assistance for the MSL and other CfLI assessment efforts.

**Compensation:** $12.00 per hour  
**Hours per week:** 10-15 (summer hours may be available)  
**Application Deadline:** April 8, 2019  
**Anticipated Start Date:** late summer (start is negotiable); mandatory Orientation on August 23, 2019

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**CfLI Student Coordinator**
The CfLI 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 8, 2019  
**Anticipated Start Date:** August 20, 2019; mandatory Orientation on August 23, 2019

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**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 8, 2019  
**Anticipated Start Date:** August 20, 2019; mandatory Orientation on August 23, 2019

*Current graduate student or highly experienced undergraduate student

[cfli.wisc.edu/cfli-employment/](http://cfli.wisc.edu/cfli-employment/)
Graduate Positions

*Organization Advising & Technology Student Coordinator*
Do you have, or are you looking to improve skills related to technology and data analysis? Are you detail oriented and like to get things done? Then working with the Organization Advising & Tech Services (OATS) team at 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 (RSOs).

**Compensation:** $12.00 per hour
**Hours per week:** 15 (summer hours may be available)
**Application Deadline:** April 8, 2019
**Anticipated Start Date:** August 12, 2019; mandatory Orientation on August 23, 2019

*Fraternity & Sorority Life (FSL) 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 FSL community. Duties are assigned each year based on interest and skills; please visit our website for more information. Fraternity/sorority membership is recommended, but not required.

**Number of Positions:** 2
**Compensation:** $12.00 per hour
**Application Deadline:** April 8, 2019
**Anticipated Start Date:** August 20, 2019; mandatory Orientation on August 23, 2019

*C Current graduate student or highly experienced undergraduate student

*Lige Nie, current OCD Team Member*
“CfLI is really an inclusive working place for all students, including international students like me. I always feel encourage and comfortable to speak my thoughts and I feel understood and supported when encountering challenges with my work. Staff in the office try their best to make everyone feel welcome, they recognize and celebrate everyone’s growth, and provide valuable feedback to help everyone make progress.”

cfl.wisc.edu/cfli-employment/
Need a Job or Internship?

Find complete position descriptions and application instructions at:
cfli.wisc.edu/cfli-employment/

Center for Leadership & Involvement
UNIVERSITY OF WISCONSIN–MADISON

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