Community Involvement & Leadership Advisor

Department: Residence Life

Location: Academics & Inclusion Office, Center for Cultural Enrichment (Witte Hall)

Compensation:
- Level 1 – $15.625
- Level 2 – $16.375
- Also included: $750 for Professional Development and $535 on Housing Food card
  - Does not include tuition remission

Hours:
- **July 18, 2016 start date**
- 20-25 hours per week during the academic year, including some evening/weekend hours
  - 40 hours per week from the start date until classes begin
  - Staff teams typically meet on Monday evenings for an average of 1 hour between 4pm-8pm. You may be expected to attend these staff meetings. If this block of time on Mondays does not work for you, please indicate in your application, so supervisors can work out an alternate plan.
- Flexible scheduling based on academic availability and operational need
- Hours may not be available during Thanksgiving break, Winter break, or Spring break
- Summer hours may be available

Qualifications:
- Must have a completed Bachelor’s degree and be enrolled as a student at the University of Wisconsin-Madison for the upcoming academic year. If you have applied to, but have not been officially accepted into UW-Madison, we still encourage your application.
- During pre-employment and employment, a student staff member must remain in good standing with the University. A student cannot be on University disciplinary probation for academic or non-academic reasons.
- A commitment to fostering student involvement & leadership, creating inclusive communities, and supporting student academic success is highly preferred.
- Preference will be given to candidates who:
  - are pursuing a career in student affairs or related field
  - have experience working in a college/university setting and in residence life

Position Summary: The Community Involvement & Leadership Advisor coordinates student activities in collaboration with undergraduate Residence Life Program Assistants and career staff to advance Residence Life’s commitment to establish inclusive, respectful and caring communities & contribute to academic success. In doing this, we aim to help residents effectively transition to UW-Madison and make the most of their Wisconsin Experience.

Supervisor: This position is supervised by an Assistant Director of Residence Life in the Academics & Inclusion Office

Duties & Responsibilities:
Division of University Housing is committed to demonstrating our Core Values: **Care** in how we approach people and our work; **Creativity** in solving problems; **Integrity** in our interactions with staff and customers; **Optimism**, focusing on
opportunities and positive outcomes; Respect for the differences, strengths, and potential in people; Stewardship of human, financial and natural resources; and Excellence in customer satisfaction and communication.

- Coordinate Residence Life programming in the halls, including, but not limited to: WI Welcome events, Alcohol Alternative programming & Gaming Nights, hall organization programming (social activities, cultural enrichment, academic success, sustainability awareness), and other programming for first year and returning residents.
- Responsible for coordinating Housing’s weekly Alcohol Alternative programming efforts which are distributed among the 11 hall communities. This includes developing the schedule, marketing, tracking and reporting attendance trends, and providing programming support to the hall staff responsible for providing the events. Event themes include movie nights (in collaboration with the Wisconsin Union Directorate), gaming nights, talent nights, craft nights, etc.
- Assist with recruitment, orientation, and training of approximately 200 Badger Buddies (orientation assistants) and 2 Gaming Night Coordinators
- Supervise undergraduate Gaming Night Coordinators.
- Attend regular all Residence Life Program Assistant staff meetings (1 hour on Mondays between 4-8 p.m.)
- Assist with meeting facilitation and providing ongoing training for PA staff.
- Develop and foster leadership among and be a resource to Residence Life Program Assistants about best practices for programming, involving residents and developing student leadership within hall organizations.
- Oversee the development of and manage marketing for staff and residents, ranging from social media & e-mail to creating flyers & bulletin board materials, to promote activities, events, resources and awareness campaigns for inclusive/respectful communities and academic success/resources.
- Ensure event calendar is updated for planning and promotion purposes.
- Serve as an advisor to students attending conferences supported by Residence Life.
- Other duties and responsibilities as assigned.
- **Additional Level 2 Criteria:**
  - Must have 9 months of active work in this position

**Knowledge/Skills:**
- Knowledge of the process of planning and implementing successful ongoing programs and large events.
- Experience in developing effective strategies to engage and involve residents, both in the hall and on campus.
- Excellent communication, collaboration, facilitation and mentoring skills.
- Strong administrative and organizational skills.

**Application Instructions:**
- To apply, go to [https://onlineservices.housing.wisc.edu/hronlineapp/index.jsp](https://onlineservices.housing.wisc.edu/hronlineapp/index.jsp) (under 2016-17) and submit your online application, including a cover letter, resume, and three work references.
- Deadline to receive priority consideration is **11:59 p.m. on Wednesday, March 30, 2016**

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