Organization Development Consultants
A committee of the Student Leadership Program
Supporting the Center for Leadership and Involvement

The Organization Development Consultants (ODC) is comprised of students from across campus with proven effective communication, organization, and facilitation skills that are willing, qualified, and available to serve as a campus resource for students and student organizations and as an ambassador for the Student Leadership Program as well as the Center for Leadership and Involvement.

The Organization Development Consultants strive to provide student leaders with the tools and resources necessary to run effective organizations. They also help to connect students with leadership and involvement opportunities throughout campus. The Organization Development Consultants work at the front desk of the Center for Leadership and Involvement (CfLI), and serve as participating members of the Student Leadership Program (SLP). The Organization Development Consultants have three primary responsibilities: general front desk administration, partner with CfLI staff to complete strategic projects and engage in leadership development, including additional SLP requirements. The Marketing Team Coordinator will have additional responsibilities in terms of coordination of the CfLI marketing team and departmental marketing efforts.

CfLI Office Hours: 10 am – 6 pm (Academic Year); 9 am – 5 pm (Summer)
The Center for Leadership and Involvement (CfLI) is a comprehensive student involvement and leadership center. CfLI promotes student involvement as an integral part of a University education, registers over 8000 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. Furthermore, CfLI facilitates leadership programs for students including the Student Leadership Program (SLP), Adventure Learning Program (ALPs), Leadership and Involvement Record and Leadership Certificate Program. The Student Leadership Program (SLP) strives to develop effective and essential leadership skills in students and student groups through comprehensive leadership education and diverse experiences. The Center for Leadership and Involvement (CfLI) is a department of the Division of Student Life.

We are committed to student learning and will tailor the job to meet a person’s interests, abilities and experience.

**ODC Responsibilities:**

- Serve as a first level advisor for CfLI constituents 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 registration forms.
- Assist professional staff with development and management of an assigned area/role, such as the Leadership Certificate, Marketing, Involvement Record, Greek Life, Student Organization Workshops, and Wisconsin Involvement Network.
- Assist in completing general office duties including, but not limited to: handling mail, opening and closing of the office, and organizing and maintaining a professional office environment.
- Support the needs of CfLI and SLP through completing projects and facilitating workshops, including the All Campus Organization Assembly (ACOA).
- Learn to interpret student organization policies and procedures by using the Student Org. Resource & Policy Guide.
- Facilitate orientation sessions for new student groups or student groups that are struggling.
- Provide feedback and evaluations to ODC Chair, ODC members and professional staff.
- Develop and track personal and professional leadership growth with assistance from ODC Chair and CfLI Staff.
- Attend weekly Organization Development Consultant meetings.
- Assist in preparing transition materials to ensure continuity and efficiency for sustained ODC success.
- Assist permanent staff as requested.

**Marketing Team Coordinator Responsibilities:**

- Coordinate the hiring and interview process for marketing team members.
- Facilitate weekly meetings and ongoing trainings for the marketing team.
- Delegate marketing projects to marketing team members and create accountability measure to ensure project completion.
- Assist marketing team members with marketing projects.
- Meet weekly with a professional staff member to discuss the marketing team progress and personal leadership development plan.
- Communicate with CfLI staff about the marketing team projects, roles, and availability to take on new tasks.

**Requirements:**

- Attain membership of the Student Leadership Program (minimum of Associate Member – see link for details).
- Serve as a CfLI and SLP ambassador at the Student Organization Fair, involvement fairs and SLP events that occur throughout the year and especially at the beginning of fall semester. These are often unpaid hours.
- Working knowledge of Windows 7 and Microsoft Office.
- Organized and dependable work habits and excellent communication skills.
- Commitment to providing friendly, responsive service to our customers and other office staff.
- A willingness to learn and apply the principles of social justice to the work place.
- Working knowledge of marketing techniques and design software

**Salary, Hours and Application Process:**

CfLI Office Hours: 10 am – 6 pm (Academic Year); 9 am – 5 pm (Summer)
$9.00 per hour; position will be 7-10 hrs a week during academic year (6 additional hours of evening/weekend hours may be required during months of September/October); 10-15 hrs a week during summer; will be hiring 6 committee members (1 Marketing Coordinator) with 2-3 positions staffed in summer 2013; exact hours to be determined. Work study students are invited to apply.

- Please complete application and submit with a resume by 6 pm on April 12, 2013 to Mark Kueppers at either kueppers@studentlife.wisc.edu or in person at 3rd Floor of Red Gym, 716 Langdon Street, Madison, WI 53706.

**Application Instructions**

This application along with a current resume must be submitted to the Center for Leadership & Involvement, 3rd Floor Red Gym, 716 Langdon Street, by Friday, April 12th, 2013 at 6 p.m. Applications can be either dropped off at the front desk or emailed to Mark Kueppers (kueppers@studentlife.wisc.edu). Applicants will be contacted to schedule an interview during the weeks of April 15th and April 22nd. If there are any additional questions please contact Mark Kueppers.

Please use the following form as your cover page and attach answers to the questions on white paper, typed 12-point Times New Roman, and black ink. Typed answers must be limited to two pages. Please include your resume with the application.

**Contact Information**

Name:

E-mail:

Phone Number:

Major and Areas of Professional Interest:

Expected Graduation Date:

Are you a current Student Leadership Program member? Yes No

Are you available for summer employment (15-20 hrs/wk beginning May 20th)? Yes No

**Please answer the following questions:**

Please type your answers to the following questions on no more than two sheets of 8.5 x 11” paper, typed 12 point font, Times New Roman, black ink. If you filled out a SLP Chair application for 2013-2014 please respond only to questions 5-8.

1. Why are you choosing to pursue a position as an Organization Development Consultant?

2. What kind of experience do you have working in a professional environment?

3. What does customer service mean to you?
4. Please list all potential time commitments you expect to have next year and how you plan to prioritize ODC/SLP within your various responsibilities?

5. What skills/attributes do you feel will enable you to be successful as an Organization Development Consultant & Marketing Team Coordinator?

6. As a member of SLP and CfLI, ODC committee members have the opportunity to enhance their leadership development. In what areas are you looking to grow?

7. What experience do you have in the marketing area? What types of design software have you utilized in your work?

8. Tell us about a time when you were in charge of a group? What did you learn from the experience?