



STUDENT ORGANIZATION ADVISING SPECIALIST

JOB NO:
100249-AS

WORK TYPE:
STAFF-FULL TIME

DEPARTMENT:
WU/SOC ED /PROG

LOCATION:
MADISON

CATEGORIES:
ACADEMIC ADVISING, STUDENT SERVICES/SUPPORT

**POSITION
SUMMARY:**

The principle duties of the Student Organization Advising Specialist, housed within the Center for Leadership & Involvement (CfLI), will be to assist with Registered Student Organization (RSO) advising, development, registration, and support.

The Student Organization Advising Specialist's principal duties will be to assist with Registered Student Organization (RSO) advising, development, registration, and support. This position will assist with campus administration of the Wisconsin Involvement Network (WIN), powered by the Campus Labs Engage software platform.

**POSITION
DUTIES:**

[List of Duties](#)

Diversity is a source of strength, creativity, and innovation for UW-Madison. We value the contributions of each person and respect the profound ways their identity, culture, background, experience, status, abilities, and opinion enrich the university community. We commit ourselves to the pursuit of excellence in teaching, research, outreach, and diversity as inextricably linked goals.

**INSTITUTIONAL
STATEMENT ON
DIVERSITY:**

The University of Wisconsin-Madison fulfills its public mission by creating a welcoming and inclusive community for people from every background - people who as students, faculty, and staff serve Wisconsin and the world.

For more information on diversity and inclusion on campus, please visit: [Diversity and Inclusion](#)

**DEGREE AND
AREA OF
SPECIALIZATION:**

Bachelor's Degree is required. Master's degree in college Student Personnel, Student Affairs, Higher Education, Leadership Studies or a related field is preferred.

**MINIMUM YEARS
AND TYPE OF
RELEVANT
WORK
EXPERIENCE:**

A minimum of 1 year of professional experience in student activities, student leadership or advising is required. Experience with student organization management software is preferred.

DEPARTMENT(S):

A962040-WISCONSIN UNION/SOC ED /PROG

WORK TYPE:

Full Time: 100%

**APPOINTMENT
TYPE,
DURATION:**

Ongoing/Renewable

SALARY:

Minimum \$46,000 ANNUAL (12 months)
Depending on Qualifications

**INSTRUCTIONS
TO APPLICANTS:**

To be considered, applications must be submitted online. Please upload a cover letter and resume outlining your relevant work experience.

CONTACT: Julie Medenwaldt
medenwaldt@wisc.edu
608-263-3937
Relay Access (WTRS): 7-1-1 (out-of-state: TTY: 800.947.3529, STS:
800.833.7637) and above Phone number (See [RELAY_SERVICE](#) for
further information.)

OFFICIAL TITLE: STUDENT SERVICES CORD(T25DN) or ASSOC STU SERV
COORD(T25FN)

EMPLOYMENT CLASS: Academic Staff-Renewable

JOB NUMBER: 100249-AS

The University of Wisconsin is an Equal Opportunity and Affirmative Action Employer. We promote excellence through diversity and encourage all qualified individuals to apply.

If you need to request an accommodation because of a disability, you can find information about how to make a request at the following website: <https://oed.wisc.edu/disability-accommodation-information-for-applicants/>

Employment will require a criminal background check. It will also require you and your references to answer questions regarding sexual violence and sexual harassment.

The University of Wisconsin System will not reveal the identities of applicants who request confidentiality in writing, except that the identity of the successful candidate will be released. See Wis. Stat. sec. 19.36(7).

The [Annual Security and Fire Safety Report](#) contains current campus safety and disciplinary policies, crime statistics for the previous 3 calendar years, and on-campus student housing fire safety policies and fire statistics for the previous 3 calendar years. UW-Madison will provide a paper copy upon request; please contact the [University of Wisconsin Police Department](#).

APPLICATIONS OPEN:

AUG 27 2019 Central Daylight Time

APPLICATIONS CLOSE:

SEP 24 2019 11:55 PM

CENTRAL DAYLIGHT TIME