6 Intern Openings for UW-Madison Students

The Wisconsin Union Mission
Making lifetime connections to the campus, one person at a time.
The mission of the Wisconsin Union on the University of Wisconsin-Madison campus is to provide an extensive variety of programs and services for the members of the University community. The Wisconsin Union, the University’s Division of Social Education, is an integral part of the educational program of the University, complementing the classroom experience with out-of-class learning opportunities. It is a setting in which students, both undergraduate and graduate, can develop leadership skills and experience personal fulfillment. The Union offers cultural, social and recreational programs that make study and leisure cooperative factors in higher education. The Wisconsin Union provides a variety of facilities and services for the daily use and convenience of the members of the University community - students, faculty, staff, alumni and townspeople.

Program and Leadership Department Purpose Statement
Program and Leadership fulfills the mission of the Wisconsin Union by building community through educational, cultural, social and recreational opportunities created through a student staff partnership. The Program and Leadership Department promotes and supports ongoing personal development and civic participation by providing student leadership and involvement opportunities.

Willis L. Jones Leadership Center (JLC)
The JLC provides and facilitates unique, intentional experiential opportunities such as Leadership Workshops and Conferences to develop students’ sense of self and their potential to lead. Through their participation in the JLC, students will aspire to recognize how their values, goals, identity, and emotions influence their leadership practices. Both undergraduates and graduate students will also be able to share ideas across multiple modes of communication, allowing them to engage in meaningful conversations and formulate actions steps to transform this vision into reality.

There are four developing JLC Leadership Series:
1. Empower Series: Workshops focused on 4 modules: Aspire, Share, Connect & Transform
2. Engage Series: Bringing inspiring and experienced leaders as speakers to campus
3. Explore Series: Leadership Conference Grant Opportunities
4. Energize Series: Leadership Initiative Grants
JLC Intern Responsibilities

The interns work collaboratively to support the 4 JLC Series through their specific areas of focus (listed below), maintaining office hours (6-8 hours weekly), program facilitation (3-4 workshops per semester), assuming additional tasks as needed, and attendance at a weekly staff meeting.

Outreach & Recruitment Coordinator (2 positions)
Work to develop and enact an on-going recruitment plan to attract participants to JLC events; which will include actively conducting in-person outreach, hosting information sessions and promotional events, networking with other organizations, and designing digital as well as printed flyers to market our events to campus. These positions also have a variety of tasks pertaining to brand marketing, website maintenance and managing social media content and accounts to promote the JLC.

Empower Leadership Coordinator (2 positions)
Oversee the delivery of the Empower Leadership Workshop Series to the campus community. This includes preparing and updating curriculum, print materials and audiovisual tools; recruiting and training students to facilitate JLC programs; coordinating the site reservations and logistics; and creating assessment tools for student facilitators and programs. Additionally, these positions will create mobile workshops by request for interested student groups.

Engage Leadership Coordinator (2 positions)
Develop and sponsor the Engage Leadership Speaker series by researching, contracting, scheduling, promoting and hosting 1-2 leadership speakers each semester. Manage the JLC Authentic Leader of the Month program. Support student conference travel by developing and administering the travel grant process, arranging student travel arrangements, coordinating orientation sessions and on-site communication plans.

Student Supervisor and Special Projects Coordinator (1 position)
Oversee the JLC intern staff by coordinating staff training, scheduling office hours, meeting individually with staff, conducting staff evaluations and chairing the weekly staff meetings. In addition, this position will be responsible for special projects throughout the year such as collaborating with Wisconsin Union Directorate to coordinate organizational training and developing curriculum for the Wisconsin Experience Bus Trip.

Terms of Employment: Hourly student appointment through the ’15 - ’16 academic year; 8-10 hours/week, negotiable. $10.00/per hour, flexible schedule. Must be a UW-Madison student to apply and available for the entire 2015-2016 academic year.

To Apply:
Please submit resume, cover letter, and contact information for one reference to: http://go.wisc.edu/jlcinternapplication2015 by 5pm Friday, April 10, 2015.

Questions:
Contact the Willis L. Jones Leadership Center via JonesLeadershipCenter@gmail.com
Or Heidi Lang, WI Union Leadership Programs Director, via helang@wisc.edu