

**⚠** The university has paused implementation of the COVID-19 vaccine mandate due to an injunction issued by a federal court. UW–Madison employees remain subject to the [COVID-19 Workplace Safety Policy](#). Please visit [covidresponse.wisc.edu](https://covidresponse.wisc.edu) for more information.

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**JOBS AT UW**  
UNIVERSITY OF WISCONSIN-MADISON

## ASSISTANT DIRECTOR OF LEADERSHIP DEVELOPMENT

JOB NO:  
**247972-AS**

WORK TYPE:  
**PARTIAL REMOTE, STAFF-FULL TIME**

DEPARTMENT:  
**WU/CFLI/ADMIN**

LOCATION:  
**MADISON**

CATEGORIES:  
**STUDENT LIFE AND STUDENT PROGRAM MANAGEMENT**

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### JOB SUMMARY:

This position provides oversight, coordination, and strategic direction to the leadership functional area of the office that includes the campus-wide leadership initiative-Leadership @ UW, the UW-Madison Leadership Certificate Program, Adventure Learning Programs, Student Leadership Programs, the Jones Leadership Center, leadership research and online leadership learning tools. This position is responsible for supervising professional and graduate staff that implement and advise some of these programs, in addition to managing multiple leadership programming budgets. The position will also advocate for culturally responsive curricular and co-curricular programming that is informed by emerging research and theory.

**ABOUT THE JOB:** Student Affairs Assistant Director (C).(AE149).

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

Required  
Bachelor's Degree

**EDUCATION:**

Preferred  
Master's Degree in Leadership Development, College Student Personnel, Higher Education Administration or related field.

**QUALIFICATIONS:**

Experience in leadership development, program design, delivery, and evaluation.

Experience with supervision and/or advising of students.

Commitment to diversity, equity and inclusion.

Experience with professional staff supervision, research, strategic planning, and facilitation of academic coursework preferred.

**COVID-19  
CONSIDERATIONS:**

UW-Madison continues to follow necessary health and safety protocols to protect our campus from COVID-19. All employees remain subject to the COVID-19 Workplace Safety Policy: <https://policy.wisc.edu/library/UW-5086>. Please visit <https://covidresponse.wisc.edu> for the most up-to-date information.

The mission of the Center for Leadership & Involvement is to develop effective and essential leadership skills in students and student groups through comprehensive leadership education and diverse experiences.

The Center for Leadership & Involvement (CfLI) is a department within Student Affairs at the University of Wisconsin - Madison. CfLI is a comprehensive student involvement and leadership center. CfLI helps to engage students through practical leadership skill development and involvement experiences. CfLI offers a variety of leadership programs such as the UW-Madison Leadership Certificate, advising the Student Leadership Program, the Jones Leadership Center, and Adventure Learning Programs. CfLI is responsible for registering and advising the wide-ranging student organizations. For further information on offered services please refer to the CfLI website at [www.cfli.wisc.edu](http://www.cfli.wisc.edu).

**ADDITIONAL  
INFORMATION:**

Student Affairs is led by the Vice Chancellor for Student Affairs. Our staff is dedicated to serving students and to helping them succeed in and out of the classroom in areas including health and well-being, identity and inclusion, leadership and engagement, and student advocacy. Student Affairs includes departments led by the dean of students; departments that provide identity-based spaces and leadership resources; the Wisconsin Union; University Health Services; and University Recreation and Wellbeing.

**DEPARTMENT(S):** A969005-WISCONSIN UNION/CFLI/ADMIN

Full Time: 100%

**WORK TYPE:** This position requires some work to be performed in-person, onsite, at a designated campus work location. Some work may be performed remotely, at an offsite, non-campus work location.

**APPOINTMENT  
TYPE, DURATION:** Ongoing/Renewable

**SALARY:** **Minimum \$65,000 ANNUAL (12 months)**  
Depending on Qualifications

**HOW TO APPLY:** To be considered applications must be submitted online. Please submit a cover letter and resume outlining your relevant work experience.

Julie Medenwaldt  
[medenwaldt@wisc.edu](mailto:medenwaldt@wisc.edu)

**CONTACT:** 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. )

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**OFFICIAL  
TITLE:** Student Affairs Asst Dir (C)(AE149)

**EMPLOYMENT  
CLASS:** Academic Staff-Renewable

**JOB NUMBER:** 247972-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://employeedisabilities.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:

**DEC 21 2021** Central Standard Time

APPLICATIONS CLOSE:

**JAN 30 2022 11:55 PM** CENTRAL STANDARD TIME