WIF/WWB Graduate Mentor (12 hours per week- hourly position)
July 1, 2017-June 30, 2018

**Position Objective:** Support the Wisconsin Idea Undergraduate Fellowships (WIF) and the “Wisconsin Without Borders” Alliance

**Qualifications:**
- Communication skills
- Web site development
- Program Management skills
- Awareness of community based learning and research principles
- Familiarity with (global) service learning principles
- Ability to work independently
- Knowledge/familiarity with UW-Madison campus

**Responsibilities:**
- Administer the “WI Idea Undergraduate Fellowship” (WIF) and the “WWB Recognition Awards for Engaged Scholarship,” including:
  - initiation and promotion of WIF application process
  - revision of nomination and selection criteria
  - Conduct outreach activities to promote awareness for WIF funding opportunities to diverse undergraduate audiences across campus.
  - organization of /participation in the selection committees
  - completion of necessary follow-up steps
  - Participation in and promotion of Undergraduate Symposium for all WIF students.
  - Work collaboratively with Morgridge Center for Public Service staff to ensure that WIF programming is included in MCPS priorities.
  - Serve as a Graduate mentor for the WIF cohort(s) throughout the year.
- Plan annual WWB awards event and 2 joint learning community meetings.
- Represent WWB at international, service-learning, and/or engaged scholarship campus and community events.
- Organize WWB advisory board meetings (1/semester), and maintain regular correspondence with advisory board members.
- Devise and implement annual strategic marketing plan, including event-specific marketing.
- Promote globally engaged programming activities throughout the Fall and Spring semesters via WWB website and Facebook pages.
- Assist with grant research, grant writing, and other development efforts for WWB and WIF.
- Other responsibilities as assigned.

**Accountability and Staff Relationships:**
- Reports to Assistant Director of Community Based Learning

If interested, please send a cover letter and resume to: Beth Tryon, etryon@wisc.edu, 716 Langdon Street, 154 Red Gym, Madison, WI 53706, 608-890-3334. Deadline April 25, 2017 or until filled.