



(SENIOR) SYSTEM ACADEMIC PLANNER FOR STUDENT AFFAIRS
Office of Academic and Student Services
Madison, WI

The University of Wisconsin System is one of the largest systems of public higher education in the country, serving more than 170,000 students each year and employing more than 32,000 faculty and staff statewide. The UW System is made up of 13 four-year universities, 13 freshman-sophomore UW Colleges, and a statewide UW-Extension. Together, these institutions are a tremendous academic, cultural, and economic resource for Wisconsin, the nation, and the world.

The University of Wisconsin System Administration (UWSA) [Office of Academic and Student Services \(ACSS\)](#) is seeking candidates to fill a full-time System Academic Planner or Senior System Academic Planner position focused on student affairs. ACSS is a unit in the Office of Academic Affairs, located in Madison, WI. One of the primary functions of ACSS is to work with the UW institutions to coordinate academic and student services policies, programs, and initiatives within the UW System (UWS).

Major Responsibilities: Reporting to the Assistant Vice President for Academic and Student Services, the System Academic Planner will be responsible for providing leadership to and coordination of student affairs programs, activities, and issues, including: health and safety, primarily focusing on alcohol and other drug abuse (AODA) issues and sexual violence prevention; academic and career advising; student transfer; and child care programs. The planner will serve as a liaison with Chief Student Affairs Officers, student government representatives and work with the Wisconsin Technical College System (WTCS) and other internal and external groups and agencies. The planner will also support the UWS/WTCS Joint Committee on Baccalaureate Expansion (COBE) and coordinate the COBE grant program.

Qualifications: A Masters degree is required; a terminal degree is preferred. Relevant fields of study may include Student Personnel, Counseling, Educational Administration or other closely related fields. A minimum of five (5) years of related professional experience, including experience in higher education is also required. Highly qualified candidates will demonstrate the following experience and abilities:

- Broad experience in student affairs, with particular focus on one or more of the following areas: health & safety issues, academic/career advising, and student governance;
- Understanding of student transfer issues and child care programs;
- Experience working with individuals from differing socio-economic strata and cultures/ethnicities;
- Demonstrated success integrating diversity into student affairs activities and programs;
- Exceptional writing, speaking, interpersonal, and analytical skills;
- An interest in and ability to work in teams;
- Ability to handle multiple priorities and attend to detail;
- Ability to work collaboratively with multiple constituents including public and private agencies, administrators, faculty, staff, and students;
- Skilled with word processing, spreadsheet, and presentation software;
- Experience with surveys and data analysis is desirable;
- Experience working on a college or university campus is desirable.

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Additional qualifications to be considered as a Senior System Academic Planner: In addition to the minimum qualifications above, candidates may be considered for the Senior-prefix title if they have had progressive and high level oversight responsibility for a breadth of student affairs program areas, and have had at least seven (7) years of relevant experience.

Conditions of Appointment: This is a full-time Academic Staff position. The System Academic Planner title is assigned to Salary Range UWS 7 (currently \$60,437 - \$90,656); the Senior System Academic Planner title is assigned to Salary Range UWS 8 (currently \$69,287 – \$103,931). Salary will be assigned within the appropriate range, commensurate with the candidate's qualifications and experience. An excellent [benefits package](#) is also included. Anticipated start date will be on or after August 1, 2008. Special Note: The UW System conducts criminal background checks for final candidate(s).

Pursuant to Wisconsin Statutes, upon request we are required to provide a list of all nominees and applicants who have not requested in writing that their identity not be revealed. Persons agreeing to be final candidates will have their identity revealed as a final candidate.

To ensure full consideration, complete applications must be received by 4:30 p.m. CST, June 13, 2008. However, applications will be accepted until the position has been filled. To apply, send a

- letter of application addressing your skills and experiences specifically relating to the qualifications of this position,
- a comprehensive resume,
- current contact information for three professional references, including at least two supervisory references,
- and a statement of whether you wish to have your application held in confidence or made available to the public upon request

to: Ms. Demi Wiemann, Office of Human Resources and Workforce Diversity, at dwiemann@uwsa.edu. **Complete materials should be submitted electronically as Microsoft Word or PDF attachments.** Do not send application materials in the body of an email as formatting will be lost. (If you are unable to submit materials electronically in this format or have application questions, contact Demi Wiemann at 608-263-4390 or by email at the above address for special arrangements.)

"The University of Wisconsin is an AA/EEO employer committed to achieving a diverse workforce and to maintaining a community which welcomes and values a climate supporting equal opportunity and difference among its members."