

**INSTITUTIONAL PLANNER/SENIOR INSTITUTIONAL PLANNER (75% FTE)**  
**Office of Professional and Instructional Development**  
**University of Wisconsin System Administration**  
**Madison, WI**

The University of Wisconsin System Administration (UWSA) [Office of Professional and Instructional Development \(OPID\)](#) is seeking candidates to fill a part-time Institutional Planner or Senior Institutional Planner position focused on academic professional and instructional development. The primary mission of OPID is to provide leadership in fostering the pursuit of effective and innovative teaching, to enhance student learning and promote academic quality throughout the University of Wisconsin System. OPID is a unit within the larger University of Wisconsin System Administration which supports two research one universities, eleven comprehensive universities, thirteen two year colleges, and a statewide university extension. This position is located in Madison, WI.

**Major Responsibilities:** Reporting to the Director of OPID, the Institutional Planner's primary responsibilities include engaging in research, writing, editing and publishing OPID's Teaching Forum, administration of two major systemwide teaching award programs, developing program policy statements related to grant awards and the Wisconsin Teaching Fellows and Scholar's program, administering two major grant programs, participating in planning and administration of OPID programs and events and serve as staff to the OPID Council. The planner will serve as a liaison with OPID grant recipients, award recipients, Wisconsin Teaching Fellows and Scholars and other internal and external groups and agencies.

**Qualifications:** A Masters degree is required; a terminal degree is preferred. Relevant fields of study may include Communications, English, Higher Education or other closely related fields. At least three (3) years in higher education is also required. Highly qualified candidates will demonstrate the following experience and abilities:

- Experience working with faculty and instructional staff in professional and instructional development with a particular focus on assessment of teaching and learning;
- Exceptional skills and experience researching and writing academic articles, developing surveys and analyzing data;
- Experience and skills reviewing and editing professional articles and grant proposals;
- Demonstrated success integrating diversity into teaching with emphasis on curriculum and pedagogy;
- Experience developing conferences and workshops;
- Experience in and ability to work effectively 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;
- Familiarity with course management systems

**Additional qualifications to be considered as a Senior Institutional Planner:** In addition to the 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 program with a focus on

improving teaching and learning, classroom instruction in post secondary education, and at least 7 years of relevant experience.

**Conditions of Appointment:** This is a part-time (75%) Professional Staff position. The Institutional Planner title is assigned to Salary Range UWS 5 (currently \$46,453. - \$69,678.); the Senior System Institutional Planner title is assigned to Salary Range UWS 6 (currently \$53,249 – \$79,873.). 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 is **October 27, 2009**. Special Note: The UW System conducts criminal background checks for final candidate(s).

**To ensure full consideration, complete applications must be received by 4:30 p.m. CST, September 16, 2009.** 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,
- brief sample of professional writing
- 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](mailto: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.)

*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.*

*"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."*