



## **JOB ANNOUNCEMENT**

UW SYSTEM ADMINISTRATION  
Office of Student Success

### **SYSTEM ACADEMIC PLANNER**

Madison, WI

The [University of Wisconsin System](#) is one of the largest systems of public higher education in the country and employs more than 39,000 faculty and staff statewide. The UW System's combined enrollment headcount is approximately 170,000, and the System confers more than 36,000 degrees each year. The UW System is comprised of 13 four-year universities with 13 two-year branch campuses affiliated with seven of the four-year institutions. Two of the universities (UW-Madison and UW-Milwaukee) are doctoral degree-granting institutions and 11 are master's degree-granting comprehensive institutions. The UW System is governed by a single Board of Regents comprised of 18 members. The UW System head is the President of the System. Together, these institutions are a tremendous academic, cultural, and economic resource for Wisconsin, the nation, and the world.

The central mission of the UW System [Office of Student Success](#) (OSS) is dedicated to advancing the educational success of all UW students. The OSS works under the direction of UW System's Office of Academic and Student Affairs. Among its core functions, OSS partners with UW System institutions in the following critical areas:

- Creating a stronger educational pipeline from the K-12 system to college;
- Supporting the design and implementation of effective, student-centered retention and graduation initiatives; and
- Developing a more seamless system of transfer for students who are moving between UW institutions.

Additionally, the OSS serves as the main liaison to the several UW System Leadership Groups including the Senior Student Affairs Officers, Chief Diversity Officers, Admissions Directors, Registrars and the Senior Strategic Enrollment Officers.

#### **MAJOR RESPONSIBILITIES**

Reporting to the Associate Vice President (AVP) for OSS, this position serves as the principal resource for areas of strategic importance related to the educational success of students within the UW System. In addition this position will be responsible for developing and implementing a credit transfer agenda that supports the UW System credit transfer priorities, which aim to provide students and the public with accessible, accurate, and comprehensive course and credit transfer information among UW System institutions and between the UW System and WTCS Systems. This position will also provide guidance and support to UW system institution transfer staff which includes transfer coordinators, counselors, advisers, and recruiters. The major responsibilities of this position are as follows:

- Lead the development and execution of essential UW System credit transfer initiatives, programs, technology, and strategies
- Serve as the principal liaison to important internal constituency groups and UWSA team members in the Offices of Academic and Student Affairs, Academic Programs and Educational Innovation (APEI), and Policy Analysis and Research (OPAR)
- Advocate for excellence and equity in credit transfer and student success in interactions with internal constituencies, UWSA administration, and external stakeholders at local, state, and national levels
- Provide guidance and leadership on policies and statutes related to credit transfer and student success
- Maintain expertise on current and emerging trends, technologies, best practices, and national standards related to credit transfer and student success
- Where appropriate, engage in outreach activities on behalf of UW System
- Oversee the design and content of the UWSA web pages related to credit transfer
- Assist with prioritizing transfer issues across the system
- Respond and escalate credit transfer inquiries as needed
- Work on special projects as assigned by the AVP for Student Success

#### **MINIMUM QUALIFICATIONS**

To be considered for this position, applicants **must** have:

- A Master's Degree from an accredited institution
- Three to five years of experience working in higher education setting that includes project coordination and management responsibilities
- Working knowledge of:
  - Student information systems, particularly PeopleSoft
  - Transfer technology systems, particularly CollegeSource/Transferology
  - Credit transfer models
  - Student success initiatives
- Strong analytical and creative problem-solving skills
- An understanding of institutional structure in an educational environment
- Advanced knowledge of credit transfer policies and practices in higher education
- The ability to prioritize work and manage time efficiently
- Demonstrated effective oral and written communication skills
- The ability to work well with diverse people and groups

#### **PREFERRED QUALIFICATIONS**

Well qualified applicants will also have a substantial amount of experience in a combination of the following:

- Five or more years of progressively responsible experience at an accredited institution of higher learning
- Experience with the development and coordination of broad scale student success projects
- Demonstrable leadership in implementing and/or coordinating student success initiatives
- Demonstrated ability to facilitate and coordinate cross-functional teams in a higher education setting
- Advanced knowledge of CollegeSource/Transferology and Student Information System software, particularly PeopleSoft Student Administration, including equivalency rule entry and management, and available customizations
- Relevant knowledge of contemporary student success issues in higher education today

### **CONDITIONS OF EMPLOYMENT**

This position is a full-time, salaried (exempt) academic staff position. Well-qualified candidates can expect a starting annual salary within a range of \$65,513 to \$99,118, commensurate with the candidate's education, related experience, and qualifications. UW System employees receive an excellent benefit package. To learn more about the UWSA comprehensive benefit package, please access [ALEX](#), the UW System's on-line virtual benefits counselor. In addition to ALEX, you can read our benefit summary guide: [Summary - Faculty, Academic Staff & Limited Appointees](#). Furthermore, the [UW System Total Compensation Estimator](#) is a tool designed to provide you with total compensation information.

### **SPECIAL NOTES**

The UW System conducts criminal background checks for final candidate(s). It will also require you and your references to answer questions regarding sexual violence and sexual harassment. The UW System is engaged in a [Title and Total Compensation \(TTC\) project](#) to redesign job titles and compensation structures. As a result of the TTC project, official job titles on current job postings may change in Spring 2020. Job duties and responsibilities will remain the same.

### **APPLICATION INSTRUCTIONS**

**To ensure full consideration, please submit application materials as soon as possible. Applicant screening will begin immediately and be ongoing through Monday, December 30, 2019.** However, applications may be accepted until the position has been filled.

1. Go to the UWSA Applicant Portal to submit your materials online. The web address is: <https://www.wisconsin.edu/ohrwd/uwsa/careers/current-jobs/apply/>
2. Select the appropriate applicant portal, either [External Applicants](#) or [Internal Applicants](#).
3. Locate the position you want to apply for and click on the position.
4. Follow the onscreen instructions; be sure to upload **ALL THREE** of the required documents: resume, cover letter, and references **as PDF files**. Failing to include any of these documents may disqualify your application. Uploading your documents as PDFs is also critical to maintain the formatting of your documents.
  - a. Your cover letter **MUST** specifically address how your education and experience relate to the position and qualifications. Be sure to emphasize the areas outlined under "Minimum Qualifications."
  - b. Your reference page should include the names, addresses, e-mail addresses, and phone numbers for three professional references **with at least one being from your current supervisor**.
5. Include a statement of whether you wish to have your application held in confidence or made available to the public upon request. Please note that in the absence of any statement regarding confidentiality, we will assume you do not wish to have your application held in confidence. *The UW 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).*
6. Submit your application.

*The University of Wisconsin System Administration is an affirmative action/equal opportunity employer and actively seeks and encourages applications from women, minorities, and person with disabilities.*

Questions may be addressed to: Lori Fuller, Senior Human Resources Manager; UW System Human Resources; at [lfuller@uwsa.edu](mailto:lfuller@uwsa.edu) or at (608) 263-0847.