



JOB ANNOUNCEMENT

UW SYSTEM ADMINISTRATION
Office of Student Success

STUDENT SUCCESS OFFICE COORDINATOR

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 Leaderships Groups including the Senior Student Affairs Officers, Chief Diversity Officers, Admissions Directors, Registrars and the Senior Strategic Enrollment Officers.

MAJOR RESPONSIBILITIES

The primary responsibility of this position is to provide comprehensive office support to the OSS Associate Vice President and OSS Team. In addition to supporting the AVP and OSS team, this position will be the primary contact for internal and external contacts, organize and execute OSS meetings and events, and oversee the departmental budget. This position will also work collaboratively with UW System institution offices and other external agencies to establish partnerships, collaborations, and build a strong network for student success in Wisconsin.

The major responsibilities of this position are as follows:

Administrative Support for the Associate Vice President:

- Manage the Associate Vice President's daily schedule, book meetings and resolve scheduling conflicts
- Assist the Associate Vice President with routine administrative tasks such as writing and sending office communications, collaborating across departments to help plan events and initiatives, coordinating travel plans, and tracking and ordering office supplies

Support for the Student Success Department

- Facilitate collaboration and communications among Student Success staff and other staff from across the UW System
- Assist with logistics and necessary preparations for internal systemwide meetings, trainings, or workshops including developing an agenda, event reservations, making copies, and catering orders
- Collaborate with staff on developing strategic and creative approaches to student success initiatives to reach a variety of audiences including writing memos, conducting exploratory research, facilitating meetings to gather input, and delivering findings
- Assist with handling office scholarship programs and requests for stakeholder engagements/partnerships
- Make travel arrangements for conference and training attendance for staff
- Assist with recruitment, hiring and onboarding of new OSS employees

Student Success Department Budget

- Complete procurement card reconciliations
- Request purchase orders and direct payments
- Ensure that expenditures are charged to the proper accounts
- Track account expenditures and balances and keep AVP apprised of the status of the account
- Maintain account logs for transactions, verify monthly statements and follow-up on any discrepancies

Special Projects

- Assist with UW HELP events and needs as assigned
- Complete project assignments and tasks as assigned by AVP and OSS team for systemwide initiatives

MINIMUM QUALIFICATIONS

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

- Bachelor's degree from an accredited institution
- Two years of work experience in a higher education and/or administrative setting
- Excellent verbal and written communication skills
- Organizational and critical thinking skills
- Demonstrated comprehension of fundamentals of purchasing, and travel and expense reporting
- Working knowledge of computer applications such as spreadsheets, databases, word processors, etc., including, but not limited to, Microsoft Office Suite, Adobe, and web editors
- Demonstrated ability to learn, embrace, and master other computer technology/software programs as needed
- Excellent interpersonal skills and ability to establish and maintain positive interaction and working relationships with a variety of people

- Willingness to work towards the building of a UW System workplace environment that values, diversity and inclusion
- Ability to engage in cross-functional teamwork

PREFERRED QUALIFICATIONS

- The ability to prioritize between many diverse assignments and meet deadlines
- The ability to exercise considerable discretion and confidentiality on sensitive matters
- The ability to create professional documents, presentations, emails and communication memoranda
- The ability to build effective working relationships with UW System stakeholders
- Knowledge of Microsoft Office suite and Google suite
- Initiative in owning projects.
- Demonstrated success in promoting diversity, equity, inclusion and accountability in a higher education setting

CONDITIONS OF EMPLOYMENT

This position is a full-time, hourly (nonexempt) University Staff position. Well-qualified candidates can expect a starting annual salary within a range of \$48,000 to \$51,000, 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 - University Staff](#). 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 Friday, December 20, 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 or at (608) 263-0847.