



**UW SYSTEM ADMINISTRATION  
OFFICE OF [OFFICE NAME]**

**[TITLE]  
Madison, WI**

The [University of Wisconsin System](#) is one of the largest systems of public higher education in the country and employs more than 40,000 faculty and staff statewide. The UW System institutions' combined headcount enrollment exceeds 180,000. Together, these institutions are a tremendous academic, cultural, and economic resource for Wisconsin, the nation, and the world. (**Summary of the UW System**)

The Office of Internal Audit provides independent, objective assurance and consulting services designed to add value to, protect, and strengthen the management of the University of Wisconsin System and its universities, colleges, and extension. Central to this mission is performing and conducting engagements in a manner in which assurance can be ascertained as to whether University of Wisconsin System programs, policies, and practices are conducted in accordance with state law and Board of Regents policy. (**Summary of the UWSA department.**)

**Major Responsibilities:**

If you are selected for this position you will be responsible for:

- Develop assisting UW System institutions in meeting their teaching, research, and service missions.
- Briefing the UW System President and other System leadership, including those at UW institutions, in advance of meetings with the Governor, Legislature, or other external stakeholders on budgetary matters.
- Supporting the UW System President and other System leadership, including those at UW institutions, in their long-term planning and data-driven decision-making through multi-year forecasting, predictive analytics, and analysis in areas such as enrollment, position management, and tuition setting strategies.
- Setting a vision for and serving in a leadership role in the development, implementation and maintenance of necessary technology and systems that support
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**Minimum Qualifications:**

In order to be considered for this position, a candidate must have:

- A Bachelor's degree
- A minimum of 8 years of experience in budget development and analysis for a highly complex organization
- A minimum of 4 years of experience supervising employees and serving in a significant leadership position in a complex organization

**Preferred Qualifications:**

A well-qualified candidate will also have:

- An advanced degree

- Demonstrated ability to set vision & direction and provide leadership to a large organization
- Knowledge of financial and budgetary principles that would assist in preparing recommendations and reports on budgetary matters
- Experience related to budget development and forecasting in a higher education context
- Experience in analyzing funding within higher education

**Conditions of Employment:** This is a full-time, exempt (salaried) limited position. Salary will be commensurate with the candidate’s qualifications and experience. UW System employees receive an excellent benefits package: [Summary - Faculty, Academic Staff & Limited Appointees](#). For a total compensation estimate, please use the [UW System Total Compensation Estimator](#). The UW System conducts criminal background checks for final candidate(s).

To ensure consideration, **complete applications must be received by [Day], [Month, Date], [Year]**. However, applications will be accepted until the position has been filled.

**To apply, upload:**

(1) a cover letter limited to two pages specifically addressing how your education and experience relate to the position and qualifications described above, with an emphasis on the areas outlined under “Minimum Qualifications”; (2) a comprehensive résumé; (3) the names, addresses, e-mail addresses, and phone numbers for at least three references; and (4) 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 University of Wisconsin 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\(7\)](#).*

These four documents are to be submitted electronically as a single PDF file in the Upload a New Résumé section of the online application process. You will then NOT be submitting individual documents in the Add Attachment or Add References sections of the process. Applications can be completed [online](#).

Questions may be addressed to: [HR Contact Name], [Title], Office of Human Resources and Workforce Diversity, at [\[email\]](#) or [phone number].

*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.*