



## **JOB ANNOUNCEMENT**

UW SYSTEM ADMINISTRATION  
Office of Capital Planning and Budget

### **SENIOR 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 exceeds 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 [Office of Capital Planning and Budget](#) provides support to the Board of Regents, the 13 institutions of UW System and, in partnership with the Wisconsin Department of Administration Division of Facilities Development, the State of Wisconsin Building Commission. The office offers institutional partners guidance and expertise in capital planning, budgeting, administration of the UW Managed design and construction program, architectural/engineering assistance as well as real estate services to support the institutions in developing and maintaining their biggest single physical investment – university facilities.

The office also develops the Board of Regents biennial capital budget request and submits it to the state's Department of Administration for its recommendation as part of the governor's biennial state building program.

#### **MAJOR RESPONSIBILITIES**

This is an advanced technical and management position responsible for assisting in the development and protection of the over 62 million gross square foot, \$11.5 billion University of Wisconsin System facility infrastructure. This position is an essential part of a team of professionals that work with a high degree of independence within the framework of University and State laws, policies and rules.

This position has responsibility for leadership in the architectural aspects of master, long-range and biennial facilities planning, and assists in the development of architectural policies and standards for the University of Wisconsin System. This includes active involvement in master and long-range planning, exterior development, aesthetics and land use evaluation, the identification and evaluation of alternative concepts and problem solving, cost estimates for a wide variety of facility issues and projects, and project programming. It involves representing the University System during project design, providing general architectural consulting to all university system institutions, and technical assistance to UW System Administration. Related activities include participation in the development of the \$300+ million biennial capital budget, and agenda materials for monthly Board of Regent and State Building Commission meetings.

By providing strategic and technical planning direction to System executives and other individuals of authority, this person has significant influence in determining the quality and quantity of facilities that support the academic mission of each institution. This person has authority to mediate disputes of an architectural nature at institutions.

As a lead representative of the University of Wisconsin System, this position requires excellent oral and written communication skills to effectively work with State of Wisconsin and UW System executives, Assistant Chancellors, Deans, Campus Planners, Campus Physical Plant Directors, and Private Consultants.

### **MINIMUM QUALIFICATIONS**

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

- Registration as a Professional Architect.
- At minimum of five years of experience as a facilities planner or architect.
- Excellent written and oral communication skills.
- The ability to work effectively with a variety of stakeholders.
- The ability to travel up to 50 percent of the time.

### **PREFERRED QUALIFICATIONS**

- Experience in comprehensive master planning, facilities planning and assessment, architectural standards and codes, and cost estimating.
- Experience in project development or guiding project development, capital improvement projects, direct interaction with user groups, and program development.
- Experience developing policies, planning processes, procedures, deliverables and standards to promote comprehensive planning for large facilities or systems.
- Experience with higher educational project development and/or campus and facility planning.

### **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 \$75,000 to \$86,466, 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 Thursday, February 6, 2020.** 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.