

Director of Undergraduate Advising/ PVL # 71070
Office of the Provost
University of Wisconsin-Madison
Close Date: September 6

Position Description

The University of Wisconsin-Madison seeks a Director of Undergraduate Advising. The Director of Undergraduate Advising will transform the undergraduate advising experience at UW-Madison by articulating a campus vision for undergraduate advising; providing leadership, advocacy and expertise related to undergraduate advising; creating a structure for cross-campus communication and collaboration; allocating financial and human resources for advisor training and professional development; allocating financial and human resources for coordination and creation of advising technologies and information systems; facilitating assessment to maximize the quality of undergraduate advising; and bringing visibility to the role of advising in undergraduate education. In addition to these campus-wide responsibilities, the director will oversee the following units: Cross-College Advising Service (22.6 FTE), Center for Pre-Health Advising (3 FTE), Pre-Law Advising Office (1 FTE), Undergraduate Academic Awards Office (1 FTE). This newly created position will report to the Vice Provost for Teaching and Learning.

Duties

- Collaborate with faculty, staff, and campus units that deliver and/or support undergraduate advising to ensure high quality student advising experience.
- Implement the 2011 Madison Initiative for Undergraduates (MIU) Advising Working Group's "Recommendations for Allocation of MIU Funds to Improve Undergraduate Advising at UW-Madison" (<http://www.provost.wisc.edu/MIUadvisingWG.html>) and use recommendations as foundation for further development of advising vision.
- Hire, train, supervise and evaluate newly created positions (two assistant directors and human resources/budget administrator) as well as existing positions that will report to the Director of Undergraduate Advising.
- Facilitate comprehensive assessment of undergraduate advising at UW-Madison, including the effectiveness of resources allocated for advising through the MIU.
- Oversee and manage the budget for the Director of Undergraduate Advising unit.
- Manage communication of essential advisor related information relevant to stakeholders across campus.
- Provide leadership in order to improve the role of undergraduate advising in closing the achievement gap.
- Develop a campus vision for the inclusion of career advising within academic advising mission.
- Establish and coordinate campus-wide training and professional development expectations and opportunities for advisors.

- Promote advising practices that are supportive and inclusive of a diverse campus population.
- Partner with key stakeholders to coordinate the development, maintenance, and integration of campus-wide advising technologies.
- Chair Advising Leadership Council to lead collective decision-making and influence campus-wide policies related to advising.
- Promote professionalism and career advancement opportunities among advisors.
- Engage with UW-Madison advising community through participation on relevant committees and planning activities.
- Represent the UW-Madison advising community on a regional and national basis.

Required Qualifications

- Minimum of 7 years of progressively responsible experience in higher education. Experience working with undergraduates, preferably in an academic advising setting.
- Commitment to undergraduate education, undergraduate students, and the importance of the role of undergraduate advising to teaching and learning.
- Demonstrated commitment to creating an inclusive environment that honors the diversity of staff and student experiences and backgrounds.
- Proven ability to provide leadership in a large, complex, decentralized organization.
- Strong team building and collaboration skills.
- Demonstrated ability to envision, plan, develop and implement complex strategic goals and program initiatives.
- Experience with direct and indirect management and supervision.
- Ability to solicit and listen to input from multiple constituencies to inform decision-making.
- Outstanding interpersonal and community building skills and the ability to communicate and work effectively within a diverse community.
- Budgetary management skills, commitment to being fiscally responsible, and experience leveraging financial resources.
- Demonstrated ability to effectively using technology to support and enhance undergraduate advising.
- Experience utilizing assessment and evaluation for program improvement.
- Knowledge of current trends and practices in undergraduate advising.
- Master's Degree or higher

Application Process

Submit cover letter, resume or CV, and list of 3-5 references (to be contacted later). Submit materials to the contact listed below. Electronic submissions are preferred. Please include PVL# 71070 in the email subject line.

Unless another application procedure has been specified above, please send resume and

cover letter referring to Position Vacancy Listing #71070 to:

Sheila Voss Phone: 608-890-3275
150 Bascom Hall Fax: N/A
500 Lincoln Dr. Email: provost@provost.wisc.edu
Madison, WI 53706

Institutional Information

In achievement and prestige, the University of Wisconsin-Madison has long been recognized as one of America's great universities. A public, land-grant institution, UW-Madison offers a complete spectrum of liberal arts studies, professional programs and student activities. Over 28,000 undergraduates are currently enrolled on our campus.

Additional Information

Full time salary rate: Minimum \$98,000 annual (12 months)- depending on qualifications
Appointment: 100%
Anticipated start date: December 1, 2011

Contact Information

Sheila Voss Phone: 608-890-3275
150 Bascom Hall Fax: N/A
500 Lincoln Dr. Email: provost@provost.wisc.edu

Madison, WI 53706

Link to job posting: http://www.ohr.wisc.edu/pvl/pv_071070.html

EOE