



Director of the Office of Central Advising  
**POSITION ANNOUNCEMENT**

The University of Wisconsin-Milwaukee (UWM) invites applications for the position of Director of the Office of Central Advising. As Wisconsin's only public urban research university, the University of Wisconsin-Milwaukee has established an international reputation for excellence in research, community engagement, teaching, and entrepreneurship. Designated an R1 research institution, UWM educates more than 27,000 students and is an engine for innovation in southeastern Wisconsin.

UWM recently received two significant recognitions. In 2015, the Carnegie Foundation granted the campus the Community Engagement Classification for its significant work in Milwaukee and Wisconsin's southeast region. In February 2016, UWM was designated a Research 1 (R1) doctoral research university by the Carnegie Classification of Institutions of Higher Education. One of 120 universities in the country with this designation, UWM's achievement in research is due in part to the contributions from the new graduate degree-granting schools in public health and freshwater sciences. This recognition attests to UWM's efforts to become a "top-tier research university."

**POSITION DESCRIPTION**

The Director will lead and manage the Office of Central Advising (OCA), which is responsible for academic advising for all undecided students (including transfer students), all students who need additional support transitioning to college (who are assigned to Academic Opportunity Center advisors or who participate in Student Support Services), and non-degree students, including high school students enrolled in the Early College Credit Program.

The Director is responsible for OCA's strategic planning, budget development and oversight, staff coordination, management and assessment of academic advising, the implementation of the advising structure for undecided students, and the creation of a new advising procedure for non-degree students. The Director works collaboratively with a wide array of professionals including faculty, advisors, and senior leadership from Academic Affairs, Student Affairs, Enrollment Management, and the Division of Global Inclusion and Engagement, providing leadership on issues and initiatives related to improving student retention and success. The position requires demonstrated capacity to work collaboratively across university units by serving on campus-wide committees and by working with the other advising directors in each school and college.

## **POSITION RESPONSIBILITIES**

The Director reports directly to the Provost of the University and

- **Oversee all activities of the Office of Central Advising**
  - Promote a climate of advising services that supports student diversity, inclusivity, accessibility, retention, and success.
  - Lead in establishing shared goals and outcomes for OCA services including developmental, prescriptive, and responsive models for advising. Identify student risk factors at the individual, institutional, and social levels to develop tailored responses that will lead to increased retention and graduation rates.
  - Identify and develop both qualitative and quantitative annual assessment tools and methodologies for all OCA advising services to provide context for local, regional, and national comparisons.
  - Coordinate the regular review and communication of all policies and practices related to OCA advising services.
  - Define and consolidate OCA advising practices, methods of communication, and data collection to improve student persistence, retention, and success.
  - Promote and increase the utilization of advising, enrollment and success-tracking tools, including the existing UWM EAB Navigate by faculty, staff, and students.
  - Develop plans to integrate technology throughout advising services to improve efficiency, communication, and the ability to proactively respond to student needs
  - Oversee the preparation, publishing, and continual review of the OCA website, related advising materials, and communication system including social media.
  
- **Identify, hire, orient, supervise and review full and part time OCA staff.**
  - Meet with staff regularly to promote open lines of communication, provide clear expectations, and establish guidelines for improvement and team-based strategies for success.
  - Be responsive to staff suggestions and support a climate in which all staff members feel valued.
  - Manage and oversee all hiring, onboarding, training, and continued opportunities for professional development for all staff.
  
- **Collaboration, Partnerships, Grants**
  - Serve on campus-wide committees relevant to advising.

- Build and maintain partnerships with academic and student services units across campus.
- Maintain data related to advising efforts in order to report to granting agencies and be prepared to supply data for future grant funded activities.
- Stay up to date on research and best practices related to academic advising focused on relevant student groups, that identify student risk factors, and tailored responses that will lead to an increased retention and ultimately graduation rates.

## **QUALIFICATIONS**

UWM seeks candidates with an outstanding record of professional accomplishment, management and leadership skills to serve as the new Director.

### **Minimum Qualifications:**

- Earned Master's degree in higher education administration, counseling, education or other appropriate field.
- Minimum of 5 years professional experience providing academic advising in a post-secondary education institution.
- Previous experience supervising professional staff.

### **Preferred Qualifications:**

- Terminal degree in higher education administration, counseling, education, or related field.
- Minimum of five (5) years of experience in supervising and leading a team of advisors in higher education.
- Minimum of five (5) years of experience in budget development and budget management.
- Demonstrated presentation/public speaking experience and excellent written communication skills
- Demonstrated involvement in professional organizations related to advising.
- Professional experience integrating advising best practices to promote student success and retention, including experience using student information systems, student retention software, and standard tools for student advising, registration and holistic review.
- Demonstrated experience working effectively with a diverse faculty, staff, and student body

## **HOW TO APPLY**

The Chair of the Search and Screen Committee, Associate Professor Jasmine Alinder, welcomes all inquiries. Sharon Warren may be contacted at [reneew@uwm.edu](mailto:reneew@uwm.edu) or (414) 229-5135 and she will forward your inquiries to Associate Professor Alinder.

Applications must include a cover letter, a complete curriculum vitae and contact information for three references (none of whom will be contacted until a later stage of the search and not without candidate permission). The letter should summarize your professional qualifications and the

accomplishments that reflect the skills, background, and experience to be successful in this key position. Successful applicants will provide specific examples of past work experience as it relates to the position responsibilities and qualifications. These materials must be uploaded through UWM's Applicant Information Management System (AIMS) at: <http://jobs.uwm.edu/postings/27830>

***AA/EO Statement***

*UWM is an AA/EO employer: All applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, sexual orientation, gender identity/expression, disability, or protected veteran status.*

***Reasonable Accommodations***

*UWM provides reasonable accommodations to qualified individuals with disabilities who are employees or applicants for employment. Employment opportunities will not be denied because of the need to make reasonable accommodations for a qualified individual with a disability. If you need assistance or accommodation in applying because of a disability, please contact [uwm-jobs@uwm.edu](mailto:uwm-jobs@uwm.edu) or 414-229-4463. This job announcement and other material on this site will be made available in alternate formats upon request to an individual with a disability.*

***Confidentiality of Applicant Materials***

*UWM is a State agency and subject to Wisconsin's Open Records Law. UWM will not, however, reveal the identities of applicants who request confidentiality in writing except as may be required by Wisconsin's Open Records law. It is anticipated that the identities of "final candidates" and/or the identity of the appointed applicant will be made public and may also be revealed upon request.*

***CBC and Reference Check Policy.***

*Employment will require a criminal background check. It will also require you and your references to answer questions regarding sexual violence and sexual harassment.*

***Annual Security and Fire Safety Report (Clery Act)***

*For the UWM Annual Security and Fire Safety Reports (i.e., Clery Report), which includes statistics about reported crimes and information about campus security policies, see <http://www.cleryact.uwm.edu/>, or call UWM's Dean of Student's Office, Student Union 345 at (414) 229-4632 for a paper copy.*