

Dear Colleagues,

Following the retirement of Kristene Surerus, Academic Affairs is seeking self-nominations for a Special Assistant for Space Planning.

The Special Assistant for Space Planning co-chairs the Campus Space Planning Committee and coordinates solutions for academic space requests in collaboration with Facilities Planning & Management (FPM). The committee reports to the Provost and to the Vice Chancellor for Finance and Administrative Affairs (VCFAA). The Special Assistant to the Provost role entails strategic conversations with the Provost on space utilization and campus facilities planning through bi-monthly one-on-one meetings as well as attending weekly Academic Affairs staff meetings.

[Please see the Position Description](#). Candidates are asked to submit their CV and a letter stating their interest in the role and how their experience and skills will fulfill the responsibilities and duties of that role. Application materials (letter and CV) should be submitted to the Office of the Provost (provost-office@uwm.edu) no later than end of business on Friday, June 28, 2024.

Please let me know if you have any questions about the position.

I extend my thanks to Kristene for her valuable guidance on campus space planning issues.

With appreciation,
Andrew