

Special Assistant to the Provost for Space Planning Position Description

The University of Wisconsin-Milwaukee (UWM) is Wisconsin's second-largest university, with a unique dual mission of access and research to provide high-quality education for students from all backgrounds. UWM is one of 146 top research universities recognized as "R1" by the Carnegie - Classification from the Carnegie Foundation for the Advancement of Teaching, making UWM one of a limited number of institutions to have both Carnegie R1 and Community Engagement classifications.

UWM's unique dual mission of research and access makes it a driving force in the economy of the region and the state. Two-fifths of our students are the first in their families to attend college. One-third are Pell eligible, and one-quarter are from historically underrepresented minority groups. UWM was recognized in 2022-23 as a Top 10 Military Friendly school by VIQTORY and a Top 40 LGBTQ+ Friendly school by Campus Pride Index. UWM has partnered with other educational institutions to improve the success of all students. A leader in workforce development, UWM co-founded the Higher Education Regional Alliance in 2019 to help build Southeastern Wisconsin's talent pipeline. The alliance includes 18 colleges and universities, as well as community and economic development partners. In 2021, UWM helped launch the Milwaukee Anchor Collaborative, a group of health care and educational institutions committed to diversifying their workforces and hiring from Milwaukee's poorest neighborhoods.

UWM celebrates, values, and promotes the diverse voices and experiences of its students and employees and our community partners. We believe diversity enriches and strengthens our institution. UWM is committed to providing equitable access to opportunities for students and employees from every background. We aspire to create a campus climate that is welcoming to all. Learn more here: <https://uwm.edu/diversity-equity-inclusion/about-dei/>.

THE POSITION

Supervisor: Provost and Vice Chancellor for Academic Affairs

Job Summary

The successful candidate will co-chair the Campus Space Planning Committee and coordinate solutions for academic space requests in collaboration with Facilities Planning & Management (FPM). The committee is charged with developing and implementing a planning process that incorporates a variety of necessary perspectives in order to prioritize and strategically plan for the development of all university spaces, optimizing space utilization for teaching, research, and collaborative interactions among all employees and students. 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.

Areas of Responsibility:

- Co-chair Campus Space Planning Committee

- Set agendas with co-chair, Associate Vice Chancellor, Facilities Planning & Management (AVCFPM)
- Request membership updates from governance committees
- Oversee Campus Space Planning Committee (CSPC) SharePoint site
- Communicate CSPC recommendations to Provost and VCFAA
- Communicate Provost and VCFAA decisions to requesting units
- Develop written procedures/guidelines/documentation for committee activities
- Work with units on space requests
 - Meet with units to discuss requests, identify needs and preferences
 - Direct all space requests through the FPM Project Intake form/process
 - Develop potential solutions – requires familiarity with current space types, locations, and allocations
- In collaboration with the Campus Planning Space Planning Representative, develop recommendations for space solutions that can be presented to the Campus Space Planning Committee
- Participate in capital budget planning
 - Serve on steering committees for capital projects
 - Provide/obtain/develop data (classroom, academic, research) to support capital budget requests.
- Serve on committees for instructional classroom upgrades
- Work with Classroom Support and Registrar on General Assignment (GA) classrooms
 - help decide on shutdown/reopening of GA classrooms
- Serve on the Physical Environment Committee (PEC) as the Provost's representative
 - Provide regular updates to the PEC
- Work with Campus Planning to ensure campus has effective and efficient space utilization practices
- Regularly scheduled meetings include:
 - One-on-one with Provost: bimonthly
 - Provost/VCFAA/AVCFPM: monthly
 - Campus Space Planning Committee: monthly
 - Physical Environment Committee: monthly
 - AVCFPM/Campus Planning director: monthly
 - Classroom Joint Committee: monthly
 - Project Intake with Facilities Planning Management/Campus Planning: biweekly
 - Campus Planning members to review requests: weekly

Minimum Qualifications

- Full time instructor at UWM, can be either faculty or instructional academic staff.
- Experience with committee work.
- Demonstrated experience and understanding of the space allocation process or related issues.
- A record of progressive responsibility in higher education administration.

Preferred Qualifications

- A terminal degree in the candidate's professional field.
- Demonstrated experience in achieving strategic goals.
- Leadership role in an academic unit for five or more years.

- Previous experience related to space allocation at the state, regional, national, or international levels.

Required Competencies:

- Strong leadership skills with the ability to motivate stakeholders and guide teams toward shared institutional goals.
- Demonstrated experience in advancing initiatives, policy, and practice.
- Excellent writing and presentation skills, with the ability to articulate complex ideas in an accessible manner, to engage and persuade stakeholders toward the institutional vision, and to positively represent the institution.
- Strong and timely problem-solving and decision-making skills based on analysis of quantitative and qualitative data and an extensive understanding of the landscape.
- Strong relationship-building skills and emotional intelligence to foster collaborative relationships, engage stakeholders, and resolve conflicts toward positive outcomes.
- Ability to lead, manage, and communicate organizational change, adapt to new circumstances, and be innovative.

Target Salary Range: A two-course buy-out (1 course in the fall and 1 in the spring semesters) and 1/9th in summer support.

Application Deadline: End of business on Friday, June 28, 2024.

Application instructions: To apply, please submit the following:

- A cover letter describing your interest and qualifications in meeting the position requirements.
- Curriculum Vitae.