



Working Title: **Student Service Coordinator**

Official title/code: SR STUDENT SERV COORD(T25BN) or STUDENT SERVICES CORD(T25DN) or ASSOC STU SERV COORD(T25FN)

Employee Class: Academic Staff

Major Department: A489000 / L&S/STATISTICS

Other Department(s):

Full Time Salary Rate: Minimum: \$37,893 ANNUAL (12 months)
Maximum: \$79,749 (Not Advertised)
Depending on Qualifications
Extraordinary Salary Range: No

Terms: This is a renewable appointment.

Appointment Percent: 100%

Anticipated Begin Date: September 6, 2017

PVL Type: New Position

Prior Incumbent:

Number of Positions: 1

Underutilization: Minority: N Women: N **Wisconsin Caregiver Law:** No

Fund-Activity-Account: 131 - 2 - 9000

Additional Funding: **VCRGE Funded: No Continuing Studies Funded: No**

To ensure consideration, application must be received by: August 31, 2017

Primary Contact:

Yazhen Wang
1300 University Ave
MSC 1220
Madison, WI 53706

Phone: 608-262-3720
Phone TTY: 608-263-2473
Fax: 608-262-0032
Email: runyan@stat.wisc.edu

Administrative Contact:

Denise Runyan
1300 University Ave
Madison, WI 53707

Phone: 608-262-2937
Phone TTY: N/A
Fax: N/A
Email: runyan@stat.wisc.edu



Degree and area of specialization:

Bachelors degree required and Master's degree desirable, preferably in counseling, educational administration, educational psychology, curriculum and instruction, higher education, or related field with some quantitative background.

Minimum number of years and type of relevant work experience:

Candidates should have at least one year's work experience in higher education providing academic advising, supervising, and/or mentoring to students. Prior classroom teaching experience is desirable although not required. Candidates should have excellent interpersonal, teamwork, written and oral communication skills, as well as keen attention to detail and precision, excellent organizational skills, ability to work and complete tasks under deadline pressures, high degree of initiative and resourcefulness, and proven success and effectiveness in working both independently and in team.

Principal duties:

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The Department of Statistics at University of Wisconsin-Madison is growing rapidly and actively engaged in curriculum modernization. Two new revenue-generating programs were launched recently: the visiting international students program (VISP) for undergraduate students at selected international universities and the Master's Degree in Statistics - Data Science Option (MSDS). In addition, a variety of curriculum modernization initiatives are underway aimed at substantially improving the quality of learning for students in both traditional and revenue programs. We are seeking candidates to join in for these efforts with strong professional skills, and proven track records.

The specific duties include:

35% Adviser: Assist in the recruitment and admissions of prospective students for academic degree programs in statistics. Advise and assist undergraduate and/or graduate students in collaboration and coordination with faculty advisers and office staff. Provide assistance with course selection, transfer credits, academic records, program requirements, DARS, financial aid, research opportunities, professional issues, career advising, student social and educational activities. Expected to be familiar with a broad range of University policies and represent the department in a variety of campus functions, programs, facilities, and activities related to advising.

25% Instructional and Curriculum Coordinator: Develop timetable, particularly class schedules and classrooms, in collaboration and coordination with faculty advisor and office staff; maintain instructor records. Facilitate curriculum changes and modernizations for the academic degree programs in statistics. Coordinate planning, learning goals, assessment, and data management for individual courses and programs at all levels. Coordinate instructional and curriculum matters with the campus administration.

25% Learning Center and TA/LSA Coordinator: Coordinate the existing tutorial service associated with enhancing the learning experience of students in statistics courses. Oversee scheduling and assessment of tutorial service. Recruit, assign, train, supervise, and evaluate graders, TAs, and LSAs in collaboration and coordination with faculty advisor and office staff. Administer and oversee TA/LSA training programs including the international TA summer training and new TA orientations; maintain TA/LSA records. Coordinate TA/LSA matters with the campus administration.

15% Course Coordinator: Coordinate instructional activities for statistics courses especially those that undergo curriculum modernization. Manage online and other pedagogical materials. Coordinate with instructors including faculty, staff, and LSAs on course content, presentations, homework assignments, exams, grading, and instructional process. Assist non-majors interested in statistics courses at all levels. Communicate with the departments served by statistics courses for continued quality improvement.



Additional Application Procedures:

Please send resume and cover letter referencing the Position Vacancy Listing (PVL) number to the contact listed below.

Number of individuals supervised: 0

A period of evaluation will be required

Approved by:

(Principal Investigator/Employer)

Date

(Department Chairperson)

Date

(Dean/Directors)

Date



Comments

<u>Date</u>	<u>Comment</u>	<u>Logon ID</u>
August 8, 2017	Copied From Prior PVL: 86205	ROD



New Academic Staff Position - Category A

**** Please attach an Organization Chart ****

Who performed these duties previously and what was her/his title?

Ryan Zea, Asst. Faculty Associate, Gina Benninger, Asst. Faculty Associate

If no one, how were the duties covered?

N/A



Recruitment Efforts Plan

Date Sent to EDRC

Date REP Approved

REP Region

Chronicle Higher Ed

Madison Area Search

No

Meeting Conferences

Minority Org Publications Diverse: Issues in HigherEd, HigherEdJobs, USA Jobs, Madison Network of Black Professionals, Kajsiab House, Communities United, Latino Support Network, Aging and Disability Resource Center, Office of Veterans Services (OVS), Wisconsin Women's Network

Newspapers

Placement Services

Institution/Labs/Programs

Professional Publications

Other Professional Contacts

Other Recruitment Efforts