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Associate Vice Provost & Senior Director of Strategic Consulting

University of Wisconsin-Madison | Office of Strategic Consulting

Job Summary:

The Associate Vice Provost and Senior Director of the Office of Strategic Consulting provides visionary leadership and strategic direction for the Office of Strategic Consulting (OSC) at the University of Wisconsin-Madison, one of the most research-active, public land-grant universities in the country.

The Associate Vice Provost and Senior Director reports to the Provost and Vice Chancellor for Academic Affairs, with a dotted line to the Vice Chancellor for Finance and Administration. The individual in this position provides trusted counsel to institutional leaders as a subject-matter expert on change management, assists in the execution of strategic planning and priority setting across the institution, and serves as a member of the Provost's leadership cabinet. The individual in this position is expected to provide leadership and strategies to enhance the profile and visibility of the Office of Strategic Consulting, expand synergistic connections within the unit's functional areas, and cultivate an employee experience grounded in growth and development.

The Office of Strategic Consulting (strategicconsulting.wisc.edu), with a staff of nearly 50 people, is a dynamic, full-service internal consulting and project management office dedicated to enhancing UW-Madison's organizational effectiveness and enabling the university to excel in its teaching, research, and outreach mission. Our team members partner with academic and administrative units across campus to tackle organizational challenges and advance strategic priorities, providing an array of services across campus, including strategic planning; project management; policy development, coordination, and review; capacity building; process improvement; organizational effectiveness; and facilitation, as well as other offerings designed to enhance operational effectiveness.

Responsibilities:

- **30%** Provides leadership for programs by establishing strategic direction and setting priorities that aligns with the strategic directives of the Office of the Provost and/or Vice Provost, and ensures units effectively carry out duties in a way that best supports the university's initiatives, strategic direction and academic mission. Provides direct supervision of program leadership, and monitors compliance with laws/regulations, university policies and procedures, and relevant contractual obligations

- **10%** Advises and collaborates with the Provost and/or Vice Provosts on critical issues, representing the functional area of supervision and/or Vice Provost at appropriate meetings and events as requested; and serves on and/or leads various program and/or university committees as directed to address issues
- **5%** Oversees on-going assessment and continuous improvement of programs/services by guiding the establishment of annual goals, ensuring progress towards goals is met, articulating challenges, and reporting on annual outcomes and achievements for programs/services
- **5%** Ensures initiatives are effectively using program assessment and data analysis to improve initiatives and strategies, identifies opportunities for improvement, and makes recommendations to the Vice Provost for approval
- **20%** Builds consensus and develops collegial, collaborative working relationships with a broad range of stakeholders, partners with administrative and academic departments to support initiatives, and gathers input from key stakeholders to support recommendations
- **15%** May exercise supervisory authority, including hiring, transferring, suspending, promoting, managing conduct and performance, discharging, assigning, rewarding, disciplining, and/or approving hours worked of at least 2.0 FTE or equivalent employees
- **5%** Serves on various university review committees, working with a wide range of constituencies including the Faculty Senate, Deans and Associate Deans, General Counsel, and University Leadership
- **10%** Serves as a campus leader and critical thought partner for the Provost, Vice Chancellor for Finance and Administration, and other university leaders

Qualifications:

Required:

- Bachelor's degree
- Experience working in higher education or other complex organization.
- Five or more years of combined professional experience in project management and/or strategic planning, as well as experience in at least two of the following areas-- facilitation, consulting, organizational design/improvement, change management, climate and culture, and/or process improvement.
- Proven success in leading strategic initiatives and evidence of success in building and maintaining strong relationships with both internal and external stakeholders.
- Two or more years of experience effectively managing and developing teams by fostering a culture of collaboration, professional growth, and employee retention through mentorship, training, and engagement strategies.

Preferred:

- Master's degree
- Relevant professional certifications (e.g. project management, strategic planning).

- Experience in leading a multi-unit office or division, and an understanding of change management, problem-solving in complex organizational environments, policy development, and budget management.
- A demonstrated ability to apply inclusive excellence approaches in higher education or other complex organizations, as well as a demonstrated ability to work with a broad range of constituents.
- A demonstrated ability/experience building and leading interdisciplinary teams, particularly for interdisciplinary projects requiring project management coupled with change management and facilitation.
- A demonstrated ability to deploy tools and techniques of the profession to address consulting, project management, and strategic planning challenges.

Work Type:

Full Time (100%)
Ongoing/Renewable appointment

Location:

Hybrid in Madison, WI

This position may require some work to be performed in-person, onsite, at a designated campus work location. Some work may be performed remotely, at an offsite, non-campus work location.

Compensation:

Negotiable based on qualifications
Annual pay basis (12 months)

This position offers a comprehensive benefits package, including generous paid time off, competitively priced insurance plans, tax-advantaged savings accounts, and participation in the nationally recognized Wisconsin Retirement System (WRS) pension fund. Learn more at <https://hr.wisc.edu/benefits>.

Additional Information:

The successful candidate will be responsible for ensuring eligibility for employment in the United States on or before the first day of employment. University sponsorship of an employment visa is not available for this position.

How to Apply:

Apply online at: <https://jobs.wisc.edu/jobs/associate-vice-provost-senior-director-of-strategic-consulting-madison-wisconsin-united-states>

Click the *Apply Now* button to begin your application. Once you have created a UW Jobs profile, you will be asked to upload a cover letter and resume which highlight your experience, knowledge, and skills as they relate to the position. References will be requested later in the recruitment process.

APPLICATION DEADLINE: Monday, February 3, 2025 11:55 PM CST

Contact:

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HR Manager
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