University of Wisconsin - Madison

Position Vacancy Listing

PVL # 96709

Working Title:
Student Services Coordinator
Official Title:
SR STUDENT SERV COORD(T25BN) or STUDENT SERVICES CORD(T25DN)
Degree and area of specialization:
Bachelor's degree (BA, BS or equivalent), preferably in education management or business management. Relevant experience with bachelor's degree in a different discipline is acceptable.

Minimum number of years and type of relevant work experience:
Experience working with and coordinating educational programs at the University level (Bachelor's, Master's, and/or PhD) preferred.
Principal duties:
Manage the day-to-day activities of the Department's academic educational programs, including the PhD and MS in Biomedical Data Science degree programs; Biostatistics Degree Option (in collaboration with the Department of Statistics PhD program); undergraduate and graduate instruction with other campus departments, such as Statistics and Computer Science; and summer, undergraduate and community outreach programs. The successful applicant will also develop strong collaborative relationships with education and outreach professionals in the DSHub and other computing organizations/units, both on and off campus.

25% Admissions and enrollment
Process applications and manage the selection process for students applying to programs in the department including: the MS and PhD Degree programs in Biomedical Data Science, the Biostatistics Degree Option with the Department of Statistics, and summer outreach programs.
Advise students as appropriate.

25% Program, Student and Trainee Evaluation and Tracking
Develop and maintain databases to track the following:
Current and past trainees and graduate students
BMI graduate students in BMI Degree programs and other programs
Student graduations and careers (alumni tracking)
Student demographics
Summer outreach program applicants and participants
Periodically review student assessment questions to ensure that questions are relevant and timely
Analyze data to understand student recruitment, retention, and other relevant trends over time.

10% Manage Training Grants
Review and evaluate new and continuing graduate students as to appropriateness for support on Department-sponsored traineeships and fellowships. Make recommendations to the program director and committee members.
Assess program-specific training needs in relation to overall training program goals. Assure the department meets each program¿s targeted goals.
Develop strategies to streamline program overlap such as coursework or social activities.
Develop assessment tools to evaluate the effectiveness of recruitment strategies and program content.
Compile data and write summary reports for program directors, campus, and funding agencies.
Recommend strategies for improvement.
Manage training grant proposal and renewal process in conjunction with appropriate research administrator/program manager.

10% Contribute to instructional program development, implementation, and maintenance
Collaborate with Academic Programs Staff and Directors to develop, gain campus approval for, and implement new bridge, undergraduate and graduate education programs.

Collaborate with Academic Programs Staff and Directors to develop and update course materials to reflect the most current research and thinking in the area of biomedical data science.

Collaborate with Academic Programs Staff and Directors to evaluate the effectiveness of existing programs and assess need for change and new program development.

Represent the Department at meetings of summer research opportunity program directors and attend conferences related to recruiting activities.

Serve as liaison and develop strong relationships with other campus departments, such as DSHub in WID, that sponsor undergraduate training and bridge programs.

Coordinate cross-program activities.

Assess the effectiveness of the other programs in comparison to the programs of Biostatistics and Medical Informatics and implement changes as necessary.

Develop new programs to increase engagement in biomedical data science disciplines by under-represented student populations.

Develop and coordinate summer outreach programs, including developing student recruiting and orientation materials, student enrichment activities, and other special events.

Oversee, manage, and evaluate the application, review, and admissions process for summer outreach programs, including coordinating admissions and registration through the Division of Continuing Studies when appropriate.

Coordinate program logistics, including travel arrangements, student ID/insurance, housing, and so on.

Advise students regarding registration, travel arrangements, and other issues.

Assist program directors in recruiting research mentors from across campus, and in organizing and scheduling colloquia, seminars, and workshops for students.

10% Manage the department's course evaluation process.

Coordinate with departmental faculty and student services coordinators from other departments, primarily Computer Sciences, Statistics, and Population Health Sciences, to ensure that students complete course evaluations for all courses for which the department is responsible and that BMI faculty teach.

Tabulate and analyze results and provide information to the Department chair, faculty course coordinator, and indicated faculty.

10% Marketing and Student Recruiting

Develop and update marketing content for the departmental website for training programs summer outreach programs, and related activities.

Respond to inquiries about undergraduate summer programs and graduate programs in which the Department is involved.

Research and implement effective targeted recruitment strategies, such as for minority or disadvantaged students.

Collaborate with campus organizations focused on underrepresented student groups to enhance the pool of students interested in biomedical data science education and careers.

Collaborate with program directors to identify and recruit graduate students for all programs in which departmental faculty are involved, including attendance at undergraduate mathematics or quantitative science meetings, communication with faculty mentors on a national level, and contact with previous participants.

10% Other duties as assigned by the academic program directors, chair, or operations director. For example, contributing to development of internal policies and procedures related to educational activities or exploring the possibility of developing a new educational program to support departmental goals.

Requirements:
A criminal background check will be conducted prior to hiring.
A period of evaluation will be required

Employee Class:
Academic Staff

Department(s):	SMPH/BIOSTAT & MED I
Full Time Salary Rate:	**Minimum** $42,167 ANNUAL (12 months) Depending on Qualifications
Term:	This is a renewable appointment.
Appointment percent:	50% - 100%
Anticipated begin date:	JANUARY 02, 2019
Number of Positions:	1

TO ENSURE CONSIDERATION
Application must be received by: DECEMBER 28, 2018
HOW TO APPLY:

To begin the application process please click on the 'Apply Now' button. You will be asked to upload a current resume/CV and a cover letter briefly describing your qualifications relevant to the
position. You will also be asked to provide contact information for three (3) references, including at least one current or former supervisor

Questions about the position can be directed to:

Nick Harding	Phone: 608-265-3735
750 Highland Ave	Fax: N/A
4150u Health Sciences Learning Cnt	Email: neharding@wisc.edu
Madison, WI 53705-2221	

Relay Access (WTRS): 7-1-1 (out-of-state: TTY: 800.947.3529, STS: 800.833.7637) and above Phone number (See RELAY_SERVICE for further information.)

If you need to request an accommodation because of a disability you can find information about how to make a request at the following website: http://www.oed.wisc.edu/478.htm

NOTE: Unless confidentiality is requested in writing, the names of applicants must be released upon request. Finalists cannot be guaranteed confidentiality. In the case where there are fewer than five finalists, the names of the five most qualified candidates must be released upon request.

UW-Madison is an equal opportunity/affirmative action employer.
We promote excellence through diversity and encourage all qualified individuals to apply.

Feedback, questions or accessibility issues: ohrwebmaster@ohr.wisc.edu

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