

Position Vacancy Announcement  
Secretary of the University  
INTERNAL RECRUITMENT

Chancellor Carlos E. Santiago seeks nominations and applications for the position of Secretary of the University. This is a part time limited appointment and reports to the Chancellor. Terms of appointment will be considered for either 50% academic year appointment with a 2/9<sup>th</sup> summer appointment or 75% academic year appointment with a 1/9<sup>th</sup> summer appointment.

The Secretary of the University's office is committed to the integrity and integration of shared governance as defined in Wisconsin Statute 36 and the Rules of the UW System Board of Regents. The Secretary of the University's office provides the technical and administrative support to ensure that the faculty and academic staff have the structure and information necessary to carry out governance responsibilities. The Secretary of the University will provide services assuring confidential and neutral processes.

The Secretary of the University shall assist the Chancellor and the University Committee in the implementation of University governance. The duties of the Secretary include but are not limited to:

- Serving as recording officer for UWM Faculty and UWM Faculty Senate;
- Conducting faculty elections;
- Organizing committee membership in accordance with UWM Policies and Procedures;
- Organizing commencements and honors convocations;
- Coordinating senior administrative searches;
- Supporting various committees designated by the Chancellor;
- Supervising a of staff of six

This position requires faculty rank. Preference will be given to applicants with a broad knowledge of university policies and governance structures, both in the UWM and UW-System contexts; interpersonal, organizational, verbal and written communications skills; and the demonstrated ability to foster collegial pursuit of strategic goals in a university setting.

Persons interested in being considered for this position must apply through the University of Wisconsin-Milwaukee Employment Site located at [www.jobs.uwm.edu](http://www.jobs.uwm.edu). Completed application materials must include a letter of application addressing educational and professional level work experience and knowledge as it relates to all required and preferred qualifications for the position, and the names and contact information for three professional references.

This position begins August 18, 2008. Review of applications will begin May 5, 2008, and continue until the position is filled.

Persons interested in submitting nominations should direct their selections to:

Barbara Puskarich  
Office of the Chancellor  
Chapman Hall Room 202  
E-mail (preferred): [barbp@uwm.edu](mailto:barbp@uwm.edu)

*The names of those nominees and applicants who have not requested in writing that their identities be withheld and the names of all finalists will be released upon request.*

*The University of Wisconsin-Milwaukee is an affirmative action, equal employment opportunity employer.*

*For UWM Campus Security Report, Go to <http://www.cleryact.uwm.edu/>  
Or contact the Office of Student Life, Mellencamp Hall 118 at (414) 229-4632 for a paper copy.*