

## ***Faculty Intern to the Provost/Vice Chancellor for Academic Affairs***

### *An Invitation to Apply for an Administrative Internship*

Working closely with the Provost, the Assistant to the Provost and Vice Chancellor for Academic Affairs gathers information, conducts research and prepares reports for use on campus. The Assistant also prepares reports to respond to UW System and external agency requests for information related to campus programs and planning initiatives. In addition, he or she manages and implements the timelines for reports and academic activities, which have specific deadlines for completion.

The Assistant receives information and projects on a daily basis. Typical projects include issues related to retention and promotion, academic program review, enrollment management, program entitlement processes, curriculum initiatives and project implementation. The Assistant represents the Office of the Provost and Vice Chancellor at a variety of meetings and periodically attends UW System meetings with or for the Provost.

The Assistant works with other staff members in the office and meets regularly with the Provost and Vice Chancellor and the office staff to review the status of various projects and activities.

The internship is a 2-year (renewable to a third) 75% FTE, annual position reporting directly to the Provost and Vice Chancellor for Academic Affairs.

#### **Qualifications:**

Applicant must be a tenured member of the faculty with a rank of Associate Professor or Professor with a minimum of five years experience at UW-La Crosse. Applicant must possess strong organizational and interpersonal skills.

#### **How to Apply:**

Interested individuals are encouraged to submit a letter of application and current résumé to:

Elizabeth J. Hitch  
Office of the Provost & Vice Chancellor for Academic Affairs  
145 Graff Main Hall

#### **Application Deadline:**

4:30 PM  
Monday, March 5, 2007

#### **Start Date:**

July 1, 2007